World Sailing International Race Official

Qualifications, Competences and Process

September 14, 2016

World Sailing appoints international race officials in the following disciplines:

- International Classifier (IC)
- International Expression Judge (IEJ)
- International Judge (IJ)
- International Measurer (IM)
- International Race Officer (IRO)
- International Technical Delegate (ITD)
- International Umpire (IU)

The application and appointment processes are specified in WS regulation 31. This document describes the qualifications and competences required for appointment and the procedure for processing applications.

The first section provides the requirements and process that is common for all disciplines. This is followed by a section that is specific for each of the disciplines listed above.
1. All World Sailing Race Officials (WS-RO)
This section provides the requirements and process that are common for all WS-RO disciplines.

General Qualifications Required
1.1 A candidate for first appointment or re-appointment as a WS-RO shall have complied in the 4 years prior to 14 October in the year of application with the following requirements:
   (a) satisfy the general competences for WS Race Officials set out in item 1.2 below; and
   (b) satisfy the specific qualifications and competences for the relevant discipline set out in the sections below.

General Competences Required
1.2 A candidate for first appointment or re-appointment for any discipline shall:
   (a) except in the case of International Measurers, be an experienced racing sailor;
   (b) have a sufficient knowledge of the Racing Rules and a detailed knowledge of the rules, manuals and other requirements and publications relating to his discipline;
   (c) be proficient in the English language and have the skills to communicate both with other race officials and with competitors on matters relating to his discipline;
   (d) display the temperament and behaviour expected of a World Sailing Race Official at an event;
   (e) have the health and physical capacity to fulfil the requirements of his discipline;
   (f) have the observation skills necessary to perform the duties of his discipline;
   (g) agree to support the policies of World Sailing and further its objectives, rules and regulations;
   (h) have unimpaired eyesight and hearing, natural or corrected, at a level to enable him to carry out the duties of his discipline; and
   (i) be able to contribute to the development of the programme relating to his discipline.

Processing of Applications
1.3 The process for the appointment of all WS-ROs will be as follows:
   (a) an application on the official form must be sent to the Chief Executive Officer by the date stated in regulation 31;
   (b) any ancillary documents must be sent to the Chief Executive Officer by the date stated in regulation 31;
   (c) for a candidate for first appointment, the applicant's name will be sent to the candidates' MNAs for endorsement (any comments will be sent to the candidate and they may make representations to WS if they wish);
   (d) the application file and all comments will be sent to the sub-committee or working party that is administering the discipline, and it will make a formal recommendation to the Race Officials Committee; and
(e) the Race Officials Committee will decide on recommendations for appointment at its meeting in November (on the year of application) or later if required.
2. International Classifier (IC)
This section provides the qualifications and competences required for appointment as International Classifier (IC).

Specific Qualifications Required

2.1 A candidate for first appointment and re-appointment as an International Classifier (Level 1 - Junior) shall:

(a) have demonstrated knowledge and application of the World Sailing Classification Rule, the IPC Classification procedures and its associated International Standards including the Code of Conduct;

(b) have signed accepting the Code of Conduct;

(c) Be a qualified medical practitioner, a qualified physiotherapist or appropriately qualified allied health professional;

(d) Be familiar with the different boats used in Paralympic competition;

(e) Have attended an approved World Sailing International Classification Seminar within the 4 years prior to 14 October of the year of application;

(f) Have passed the World Sailing examination for International Classifiers in accordance with World Sailing Regulation 31.11
   
   (i) Candidates for first appointment must have taken the examination in the 4 years prior to 14 October of the year of application;

   (ii) Candidates for re-appointment must have passed the examination in the three years prior to 14 October of the year of application. However, they may take the examination after 14 October on the following conditions:

   1. Candidates for re-appointment who have fulfilled all other requirements, but who have not passed the examination by 14 October, may be approved subject to passing the examination no later than 1 May of the following year;

   2. Candidates for re-appointment who do not pass the examination by 1 May the following year will, unless there are special circumstances, only be considered for appointment at the following Annual World Sailing Meeting, and then, only as an applicant for first appointment.

(g) Have classified in the capacity as Trainee Classifier in the 4 years prior to 14 October of the year of application

   (i) at two World Sailing Level 1 or 2 events;

   (ii) at one 3-person keelboat event under the supervision of a Level 2 International Classifier.

2.2 A candidate for first appointment as an International Classifier (Level 2 - Senior) shall, during the 4 years prior to 14 October of the year of application, have:

(a) served as a Level 1 IC with at least one 3 person keelboat classification; and

(b) had their work approved by the Head of Classification and confirmed by the World Sailing Disabled Sailing Committee.

(c) Been a member of a Classification Protest Committee (desirable criteria only).
2.3 A candidate for re-appointment as an International Classifier (Level 2 - Senior) shall, in addition to the criteria for first appointment, in the 4 years prior to 14 October of the year of application, have:

(a) served at a minimum of three World Sailing Level 1 or 2 events;
(b) experience in each Paralympic Class;
(c) instructed at one International Seminar; and
(d) been the Chief Classifier at one event.
(e) Chaired a Classification Protest Committee (desirable criteria only).

Specific Competences Required

2.4 A candidate for first appointment or re-appointment shall:

(a) aaa
3. International Expression Judges (IEJ)
4. International Judges (IJ)
This section provides the qualifications and competences required for appointment as
International Judge (IJ).

Specific Qualifications Required

4.1 A candidate for first appointment as International Judge shall have complied in the 4
years prior to 14 October of the year of application, with the requirements of System 1,
that is to say:

(a) have attended a World Sailing International Judges seminar within the four
years prior to 14 October of the year of application, \textit{with good participation and
a positive references from the IJ Instructors};

(b) have passed the World Sailing International Judges examination for the
discipline in accordance with Regulation 31.11

(c) have served as a member of a protest committee for at least three principal
fleet racing events. At two of these three events the candidate shall have been
a member of an International Jury. One of these three events shall have been
outside the candidate’s Group (Groups A-H) or Member National Authority
(Groups I-Q); and

(d) have obtained \textit{at least} three completed and positive IJSC reference forms from
the relevant jury chairmen. Only IJSC forms completed by International Judges
shall be valid for consideration. \textit{References should be from the most recent
events attended}.

(e) any further inquiries by the IJSC or the ROC into the candidate’s functioning
shall indicate competencies and comportment appropriate for appointment as
an International Judge.

4.2 A candidate for re-appointment as International Judge shall by 14 October of the year
of application either comply with the requirements of System 1 set out in regulation
(except (d)) with the exception of attending an World Sailing International Judges
seminar if they have previously done so or comply with the requirements of System 2,
that is to say, candidates for re-appointment shall have:

(a) have passed the World Sailing ISAF examination for the discipline in
accordance with Regulation 31.11; and

(b) within the four years prior to 14 October of the year of application, served as a
member of a protest committee for at least six principal events, the majority of
which shall be fleet racing events. At no less than three of these six events the
candidate shall have been a member of an International Jury. At least two of
these six events shall have been outside the candidate's Group (Groups A-H)
or Member National Authority (Groups I-Q).

(c) IJ reports from Chairmen of International Juries where the judge served and
from any assessment shall show competencies and comportment at the level of
an international judge.

(d) any further inquiries by the IJSC or the ROC into the judge’s functioning shall
indicate competencies and comportment as required by an International Judge.

Specific Competences Required

4.3 Technical Competences

(a) Working knowledge of the RRS, the World Sailing Regulations, or any other
applicable rules or regulations of the host organisation.
4.4 Non-technical Competences

(a) to uphold the confidentiality of protest committee deliberations during and after the regatta.

(b) to be polite, courteous, open-minded, and patient with colleagues, competitors, regatta officials, team officials, coaches, and hosts;

(c) to respect cultural differences in colleagues, competitors, regatta officials, team officials, coaches, and hosts;

(d) to maintain appropriate relationships with competitors and support persons at events;

(ed) to declare any conflict of interest before accepting a protest committee invitation. (See World Sailing Regulation 34);

3. Role of International Judges

(a) Deciding on protests and requests for redress, deciding on conflicts between NoR and SIs.

(b) Enforcing RRS 42 on the water (when Appendix P applies).

(c) Umpiring Medal Races, direct judging of fleet races.

(d) Deciding on RRS 69 Hearings.
5. **International Measurers (IM)**

This section provides the qualifications and competences required for appointment as International Measurer (IM).

The appointment is made for a specific Class or Rating System. A WS Rating System, except where otherwise stated, shall be deemed to have the status of a WS Class.

An International Measurer can only be appointed to a maximum of five Classes.

### Specific Qualifications Required

**5.1** A candidate for first appointment as International Measurer shall:

- (a) have acted as an Equipment Inspector in at least two principal events (as defined by the International Measurers Sub-committee (IMSC), see Table 1) of the Class he is applying for, within the four years prior to 14 October of the year of application;
- (b) have attended a World Sailing International Measurer’s seminar in the four years prior to 14 October of the year of application;
- (c) have passed the World Sailing examination for the discipline in accordance with Regulation 31.11
- (d) have an intimate knowledge of the relevant Class rules and the World Sailing Equipment Rules of Sailing.
- (e) be recommended by the relevant class association or, for Rating Systems, by a World Sailing Rating class, and
- (f) have obtained one completed International Measurer reference form from an International Measurer who has served at a principal event with the candidate.

**5.2** A candidate for re-appointment as International Measurer shall:

- (a) have acted as an Equipment Inspector in two principal events (as defined by the International Measurers Sub-committee, see Table 1) within the four years prior to 14 October of the year of application; one of the events shall be of the Class he is applying for. As an alternative, one of the events may be substituted by one hull prototype measurement of the Class he is applying for;
- (b) have an intimate knowledge of the relevant class or Rating System rules and the World Sailing Equipment Rules of Sailing; and
- (c) be recommended by the relevant class association or Rating System.

**5.3** An International Measurer applying for appointment to an additional Class shall:

- (a) have acted as an Equipment Inspector in at least two principal events (as determined by the International Measurers Sub-committee, see Table 1) of the year of application;
- (b) have an intimate knowledge of the relevant class rules and the World Sailing Equipment Rules of Sailing.
- (c) be recommended by the relevant class association or, for Rating Systems, by a World Sailing Rating class.
Table 1: Principal Events for International Measurers (1)

<table>
<thead>
<tr>
<th>WS Classes</th>
<th>IRC (as agreed with Class)</th>
<th>ORC (as agreed with Class)</th>
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<tbody>
<tr>
<td>L1 (Principal events)</td>
<td></td>
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<tr>
<td>Single-class (2)</td>
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<tr>
<td>- Class Worlds (includes junior etc. events if inspection level is as at senior Worlds)</td>
<td>- Commodores’ Cup</td>
<td>- ORC Worlds</td>
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<tr>
<td>- Class Europeans</td>
<td>- Swan Cup</td>
<td>- ORC Europeans</td>
</tr>
<tr>
<td>- Other Continents (if inspection level is as at Worlds)</td>
<td>- Phuket King’s Cup</td>
<td>- Copa Del Rey</td>
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<tr>
<td>Multi-class (3)</td>
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<tr>
<td>- Olympic Games &amp; Test Event</td>
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<td>- Paralympic Games</td>
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<td>- Youth Olympic Games</td>
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<tr>
<td>- Regional Games (Pan Am, Asian, Mediterranean) (if inspection level is higher than event limitation marking)</td>
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<tr>
<td>L2 Events (only for re-appointments) (4)</td>
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<tr>
<td>Multi-class (4)</td>
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<tr>
<td>- Olympic Games &amp; Test Event Chief Measurer/Inspector</td>
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<td>- Sailing World Championships Chief Measurer/Inspector</td>
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<tr>
<td>- Regional Games (Pan Am, Asian &amp; Mediterranean) Chief Measurer/Inspector (if inspection level is higher than event limitation marking)</td>
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<td>L3 Events (only for re-appointments) (5)</td>
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<td>- SWC Chief or Deputy Measurer/Inspector</td>
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<tr>
<td>- SEA Games or similar Chief Measurer/inspector (if inspection level is higher than event limitation marking)</td>
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<td>Notes:</td>
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<tr>
<td>(1) If a candidate is unsure about the level of an event he wants to include in his application, he should consult with the IMSC first. If a particular Class wishes to add another L1 event, it may be done with the agreement of the IMSC but always depending on the inspection level and type of event.</td>
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<td>(2) The candidate shall have been a member of the measurement/inspection team.</td>
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<td>(3) The candidate shall have been a member of a class-specific measurement/inspection team.</td>
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<td>(4) The candidate was not involved with a specific class measurement/inspection (i.e. overall chief inspector).</td>
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<td>(5) A candidate for re-appointment may include as a principal event, one composed of either: two L2 events, three L3 events, or one L2 and two L3 events. Only one such substitution is permitted per application. This event cannot count as the candidate’s own Class event as per Reg. 31.14.4 (a).</td>
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Specific Competences Required

5.4 A candidate for appointment or re-appointment shall:

(a) aaa
6. International Race Officers (IRO)
This section provides the qualifications and competences required for appointment as International Race Officer (IRO).

Specific Qualifications Required
6.1 A candidate for first appointment as International Race Officer shall have complied in the 4 years prior to 14 October of the year of application with the following:
   (a) have served as Race Officer responsible for the management of the races on the water in four principal events. Notwithstanding this requirement, a candidate may count no more than two events in a 4 year period at which he/she served as an International Technical Official (ITO) on the race management team at the Olympic Games, Paralympic Games or Youth Olympic Games, or as Principal Race Officer (PRO), Deputy Race Officer (DRO), Course Representative (CR) in events listed in Regulation 25.8.10;
   (b) have served as Race Officer responsible for the management of the races on the water in at least four other events;
   (c) include with the application a letter of recommendation from a class association or organizing authority of a principal event at which the candidate was a race officer responsible for running the races;
   (d) have knowledge of matters affecting the safety of competitors in respect of race management;
   (e) have experience in race management training;
   (f) have attended a World Sailing Race Management Seminar and have passed the International Race Officers written test in accordance with Regulation 31.12;
   (h) be prepared to work with the Race Management Sub-committee on race management matters.
   (i) have obtained three completed International Race Officer Reference Forms (on the water assessment) from three different World Sailing Race Officials at least two of which shall be completed by an International Race Officer who observed the candidate’s performance on the water as Race Officer.

6.2. A candidate for re-appointment as an International Race Officer shall comply with the following:
   (a) the requirements set out in item 1.1 with the exception of 6.1.(f) and (i).
   (b) have completed eight on-line International Race Officer Regatta Report Forms in the role as described in 6.1 (a) and (b) and sent digitally to the World Sailing office.

Specific Competences Required
6.3 International Race Officer shall present following competences:
   (a) maintaining a high level of understanding and application of the rules, procedures and WS policies.
   (b) ensuring that each decision or action taken is based upon the rules and principles of fairness and objectivity, and is made with care and without prejudice.
(c) responsible for their actions concerning the safety and welfare of competitors, race officials, support personnel and volunteers.

(d) upholding the confidentiality of race committee deliberations during and after the regatta.

(e) politeness, open-minded and patience with colleagues, competitors, race officials, team officials, support personnel, volunteers and hosts.

(f) maintaining high standards of behaviour and good manners.

(g) team-work and team management.

Role of IRO

6.4 Overall

An Event International Race Officer is the person in charge of the race management of the event and his primary responsibility is to ensure that the competition is run according to the standards of World Sailing and classes involved. The role of the Event International Race Officer will vary according to his position inside the race management team.

An Event International Race Officer is responsible for overseeing the race management of the event and reporting to his appointing organisation on progress and any issues that may arise. An Event International Race Officer will bring additional experience and expertise to an event. The tasks he should take on include, but are not limited to those listed in the sections 2, 3 and 4 below.

Unless responsibility is given elsewhere under the rules, the International Race Officer is the final decision-maker over any race management related questions or disputes concerning the conduct of the competition.

International Race Officers are appointed by World Sailing, Classes and/or MNA and reports to the Race Officials Committee.

6.5 Before the event

(a) supervise any race management aspects in the agreement with the organizing authority,

(b) gain an overview of all aspects of the race management, including but not limited to race areas, classes involved, race committee equipment and event personnel,

(c) advise and assist on the specification and technical aspects of the competition,

(d) consult and assist in the appointment of local race officers, deputies, assistant race officers and other race committee members,

(e) consult the format of competition and the schedule for the event where appropriate,

(f) consult the rules and regulations for the event (including notice of race, sailing instructions and any other race documents),

(g) consult and approve event documents related to race management,

(h) advise and approve the specification of all race committee boats,

(i) advise and approve the race management equipment required to deliver the event,

(j) consult and advise of any race committee volunteer programme,

(k) consult results delivery software.
6.6 During the event

(a) arrive before the event in order to assist and approve final preparations of the race management team,
(b) ensure that the race officers act as a coordinated team,
(c) ensure good communication with competitors and coaches,
(d) chair daily meetings of the race management teams,
(e) chair the race committee,
(f) liaise with:
   (i) the Technical Delegate, when appointed, and local race officers to ensure that World Sailing race management policies and best practice are implemented;
   (ii) the chief measurer or chief equipment inspector to be aware of any measurement issues;
   (iii) the jury chairman to anticipate any difficult rule situations linked to race management;
(g) consider necessity and consequences of any changes to race documents before approving and publishing,
(h) ensure that results are published in a timely and adequate manner,
(i) in general, remain aware of any issues affecting the smooth and fair running of the races and to take action accordingly.

6.7 After the event

Send the Race Officer Regatta Report for World Sailing office, including recommendations for the event in future.

Give other written feedback which may be useful to World Sailing, event organisers and other parties involved.
7. **International Technical Delegate (ITD)**

This section provides the qualifications and competences required for appointment as International Technical Delegate (ITD).

**Specific Qualifications Required**

7.1 A candidate for first appointment as an International Technical Delegate (“ITD”) shall have complied in the 4 years prior to 14 October in the year of application with the following requirements:

(a) have served as an ISAF Technical Delegate, Technical Delegate or event director (or a similar role) at three principal events, of which either:
   (i) two of which shall be outside the candidate’s MNA; or 
   (ii) one of which shall be outside the candidate’s Group.

(b) if the candidate is not currently an ISAF International Judge or ISAF International Race Officer, have passed the ISAF examination for the discipline in accordance with Regulation 31.11;

(c) have a letter of recommendation from the ISAF Executive Committee or the Chairman of the Regional Games Committee (the organizing authority of a principal event may submit a nomination for recommendation to the Chairman); and 

(d) have two completed reference forms from two different events completed by the principal race officer or jury chairman of the event.

7.2 Applicants in 2015 may be appointed subject to passing the examination no later than 1 May 2016.

7.3 A candidate’s MNA will be invited to comment on any application but its consent is not required.

**Specific Competences Required**

7.4 Technical competences

(a) Practical experience with organisation of major sailing events
Candidates shall have hands-on experience with co-ordinating all aspects of organizing a major event (aside from on-the-water technical issues). This should include issues such as event promotion, boat transportation & chartering, logistics, registration, liaising with external authorities, managing event team and relating with the media.

(b) Familiarity with elite level sailing competition
Candidates shall have had exposure to the environment of top-level competitive sailing. They shall be conversant with the various aspects that come together to define this environment, both concrete (ISAF regulations and policies, best practices for race officials and event organisers) and intangible (expectations of competitors and coaches, attitude of media, volunteer participation, etc.)

(c) General understanding of race management at a high level
Candidates shall have deep awareness of how high-level race management decisions affect the outcome of races and the way they are perceived by competitors, coaches and public. An ITD shall be able to chair the race committee if required.
(d) Working knowledge of the RRS, Parts 3, 5, 6 and 7, the ISAF Regulations, or any other applicable rules or regulations of the host organization. Candidates shall be familiar with the rules and procedures that affect race management, protests, competitor entry and race organisation, and the way they all work together to create a formal backdrop for an event. Candidates shall also be familiar with ISAF Regulations concerning events and race officials.

7.5 Non-technical Competences

(a) Good communication
Candidates shall display a thorough ability to communicate effectively to different audiences (including verbal and non-verbal spoken communication and written communications).

(b) Responsibility
Candidates shall be comfortable with accepting responsibility for ensuring that their event meets the highest ISAF standards. He shall have an appropriate attitude towards the event and their team and be proactive in identifying and addressing problems. Candidates shall be able to exert his authority whilst remaining approachable and engaging with the event team.

(c) Team building and leadership
Candidates shall possess good people skills and be able to work well with competitors, team leaders, the media and the public. He shall effectively lead the event team whilst being open to the opinions and advise of others. Candidates will defer to the technical expertise of race officials and others, but will maintain responsibility for final decisions.

(d) Problem solving
Candidates shall display a basic, results-oriented, common sense and be able to prioritise tasks, make compromises when needed and always maintain sight of the big picture.

(e) Cultural flexibility
Candidates shall be sensitive to and recognise the regional and national cultural issues and the traditions and practices of ISAF classes and other groups of sailors.

Role of ITDs

Applications will be assessed against the above qualifications and competences and also the document titled “The Role of Technical Delegates” published by ROC.
8. International Umpire (IU)
This section provides the qualifications and competences required for appointment as International Umpire (IU).

Specific Qualifications Required

8.1 A candidate for first appointment and re-appointment as an International Umpire shall have complied in the 4 years prior to 14 October in the year of application with the following requirements:

(a) have served as an umpire in at least eight principal events, of which:

(i) one of these events shall be outside the candidate’s Group for candidates from Groups A-H; or

(ii) the candidate’s Member National Authority for candidates from Groups I-Q; and

(iii) the events shall include a range of grades.

(b) in the case of applications for first appointment only, have attended a World Sailing Umpiring Seminar within the four years prior to 14 October of the year of application;

(c) have passed the World Sailing examination for the discipline in accordance with Regulation 31.11;

(d) in the case of applications for first appointment only, have passed the World Sailing performance assessment at least one time in the four years prior to 14 October of the year of application. The World Sailing performance assessment is designed to establish that the candidate has the qualifications listed in Regulation 31.12(b);

(e) in the case of applications for first appointment only, have obtained a completed IUSC Reference Form from the Chief Umpire of at least three of the principal events submitted in accordance with Regulation 31.12(f);

(f) have contributed to development of the Umpiring Programme, and furthered the objectives, rules and regulations of World Sailing; and

(g) have demonstrated contributions to umpiring on national level, such as umpiring at national level events, and training and development of umpires on national level.

Specific Competences Required

8.2 Technical Competences

(a) in the case of applications for first appointment only, have raced recently, preferably match or team racing;

(b) have consistently demonstrated the following:

(i) be able to apply the relevant rules and make correct decisions within a few seconds under pressure;

(ii) anticipation skills based on an understanding of how boats manoeuvre in match, team and/or fleet racing;

(iii) be able to drive and position small powerboats.

8.3 Non-technical Competences
(a) be fit and able to withstand several consecutive days on the water in small powerboats.

**Role of International Umpires**

Applications will be assessed against the above qualifications and competences.