

## **Guidance on Submissions**

### **1. General**

- 1.1 World Sailing has prepared this guidance on submissions to assist those who make them and to address common issues which arise.
- 1.2 It is intended only as a practical guide and does not replace or supersede the requirements of the Regulations concerning submissions.
- 1.3 The main Regulation governing submissions is Regulation 15.

### **2. Who can make a submission?**

- 2.1 Under the Regulations, only the following may make a submission:
  - (a) Member National Authorities
  - (b) International Class Associations and International or Recognized Rating Systems
  - (c) World Sailing Board
  - (d) World Sailing President
  - (e) Chairmen of Committees (not Sub-committees)
  - (f) Chair of the Women's Forum
- 2.2 For MNAs and Class Associations, the document sent to World Sailing must be authorised by one of the officers named in the World Sailing Yearbook against the MNA or Class Association (or as otherwise previously notified to World Sailing if there is a change of officer). This can be done by a named officer signing the submission or sending it to World Sailing from the email account registered with World Sailing as their contact address.

### **3. How to write a submission**

- 3.1 A submission must contain:
  - (a) a purpose or objective;
  - (b) one or more proposals;
  - (c) the current position; and
  - (d) the reasons for the submission.
- 3.2 If the submission proposes new policy, please insert the wording of the new policy in full in the "Proposal" section and also complete the "Current Position" and "Reasons" section.
- 3.3 If the submission is identical to another submission they may be grouped together as one submission with multiple submitters listed.
- 3.4 If a submission proposes specific changes to the Articles, Regulation or Rule, then:
  - (a) if the change is to remove the whole Regulation, Article or Rule, it shall state the reference number of it; or
  - (b) if the change is to only part of the Regulation, Article or Rule, then the current Article, Regulation or Rule shall be set out in full; and
  - (c) in either case, the proposed changes shall include the exact wording to be inserted and/or deleted.
- 3.5 If the submission proposes a change to existing Articles, Regulations, the Racing Rules of Sailing, or the Equipment Rules of Sailing, please insert the current version in the "Proposal"

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section highlighting new wording as **bold and underlined**, and text to be deleted as ~~double struck through~~. The words “as above” should then be inserted in the “Current Position”. A clear explanation of the reasons should be inserted in the “Reason” section.

- 3.6 The font and size for text in submissions is Arial 11pt
- 3.7 The font Times New Roman 12pt should only be used when inserting current wording or new wording proposals to amend the Racing Rules of Sailing. For Equipment Rules of Sailing submissions the new wording should not be in bold unless it refers to an Equipment Rules of Sailing definition.

### 4. Help with drafting a submission

- 4.1 If you are unsure of how to draft a submission, or wish to seek informal opinion on whether it is valid, then the Constitution Committee has appointed a Working Party to give informal advice to submitters on drafts (please note the Working Party’s role is not to draft a submission for you). Their advice to you is confidential.
- 4.2 The Working Party cannot give a binding view, but will offer suggestions and guidance on potential issues for the submitter to consider.
- 4.3 To contact the Working Party, please email [submissions@sailing.org](mailto:submissions@sailing.org) with your request. You are strongly advised to contact the Working Party not less than three weeks before the deadline.

### 5. Making a submission

- 5.1 The deadline for submissions to the Annual Conference is 1200hrs UTC on 1 August. The submission must be emailed to the World Sailing Executive Office on [submissions@sailing.org](mailto:submissions@sailing.org) and must be received before the deadline.
- 5.2 If you are sending the submission in PDF format, you are kindly requested to also send a Word version. This greatly assists the World Sailing staff in the formatting and preparation process.
- 5.3 If you are making a submission which will be the same as others being sent in from other submitters (e.g. a number of MNAs have agreed to make the same submission), please inform World Sailing of this as it will speed up the processing of the submissions.

### 6. What if my submission is late?

- 6.1 There is no ability for the Executive Office to grant extensions to the deadline.
- 6.2 If a submission is late, it will be referred to the President for a decision on whether it can still be considered. The President can only authorise this where he considers there is a matter of urgency involved [Regulation 15.7].
- 6.3 If the President declines to consider a late submission, the submitter will be informed. If they wish, they may then ask that it be considered at the next available meeting after November [Regulation 15.8].

### 7. Can a submission be amended?

- 7.1 Before the deadline, you can withdraw your submission and send a new one before the deadline.
- 7.2 After the deadline, World Sailing staff will not amend submissions other than to format them correctly or consolidate them with other identical submissions.
- 7.3 At the Annual Conference, amendments proposed to submissions must meet the following requirements before they are voted on:

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- (a) Amendments recommended by committees must not be a “substantial change”
- (b) Amendments must be “minor”
- (c) Amendments must be accepted by the Council member proposing the submission to Council.

### **8. Do I need to attend meetings to speak to my submission?**

- 8.1 There is no requirement to attend meetings to speak to your submission. Many submissions are considered without the submitter speaking to them.
- 8.2 However, you are entitled to address the reporting committee on your submission if you wish. Please inform the Chairman and World Sailing staff member at the meeting in advance if you wish to do so.
- 8.3 In addition, where a submission is contentious, complex or you feel reasons for it may be properly understood, it is likely to be in your best interests to attend and address the reporting committee.

### **9. Can a submission be withdrawn?**

- 9.1 A submission can be withdrawn at any time up until Council begins to vote on it.
- 9.2 The World Sailing staff will not mark a submission as withdrawn unless:
  - (a) an email is sent to the World Sailing staff by the submitter withdrawing the submission; or
  - (b) a written note of withdrawal is handed to a World Sailing staff member at the Conference. It must be signed by a recognised officer on behalf of the submitter; or
  - (c) the submitter withdraws the submission verbally during an official meeting (where it will be recorded in the minutes).
- 9.3 If a submission has been made jointly with others, then it is only withdrawn when all the submitters have notified withdrawal of it. Otherwise it will continue to be considered and voted on.