



ISAF RACE OFFICIALS MANUAL

GUIDANCE FOR ALL OFFICIALS

(formerly known as the Common Sections)



SECTION 1

The Court of Arbitration for Sport (CAS)

| Contents | | Page |
|-----------------|---|-------------|
| 1.1 | Introduction | 1 / 2 |
| 1.2 | Jurisdiction, Documents and Rules | 1 / 2 |
| 1.3 | CAS Hearings | 1 / 2 |
| 1.4 | <i>De Novo</i> Hearings | 1 / 3 |
| 1.5 | ISAF Contact if involved in a CAS Hearing | 1 / 3 |

1.1. Introduction

The Court of Arbitration for Sport (CAS) is an international arbitration body set up to settle disputes related to sport.

In recent years there have been several sailing related matters that have been determined by CAS.

It is important to recognise that there are limited matters where CAS will have jurisdiction.

In order for a dispute to be submitted to CAS, there must be an arbitration agreement between the parties which specifies recourse to CAS. ISAF has invoked the jurisdiction of CAS in limited circumstances and reference is made to those in the ISAF Regulations, e.g., anti-doping.

Parties may by agreement refer a matter to CAS for resolution as it is an arbitration body.

1.2. Jurisdiction, Documents and Rules

Jurisdiction is also conferred in respect of any dispute arising on the occasion of, or in connection with, the Olympic Games by virtue of Article 59 of the Olympic Charter and this provides that such disputes must be submitted exclusively to CAS.

It should be noted that this does not refer just to the occasion of the Olympic Games but to any dispute arising “in connection with” the Olympic Games. For example, jurisdiction will arise in connection with any Olympic qualification event.

CAS has rules regarding lodgement of documents and it is common for lawyers to appear for parties in such matters.

CAS panels are made up of lawyers and judges who are experienced in dealing with sport matters but may not necessarily be familiar with sailing. Accordingly, it is important to ensure that a full explanation of matters is put into the documentation to be lodged with CAS explaining the position of the party prior to the hearing. This will include the ISAF Racing Rules of Sailing and quite likely the Notice of Race and Sailing Instructions and an explanation of the circumstances giving rise to the decision being appealed.

It is important to recognise that CAS has jurisdiction to overrule the rules of sports federations and their protest committees if they find that decision making bodies have conducted themselves with a lack of good faith or not in accordance with due process. Appeals will usually be lodged with CAS in relation to:

- Field of Play matters
- Matters relating to a protest, redress or misconduct hearing

1.3. CAS Hearings and the “field of play” principle

In relation to hearings arising from events, CAS’s focus will usually be on procedural fairness and to ensure that the protest committee has applied the rules and not acted with bias, arbitrariness or otherwise in bad faith.

As a general principle, CAS will not interfere with decisions made on the “field of play”. The reason for this is that such a body will not generally review decisions of judges and umpires who are well-placed to decide such matters on the field of play and such matters are usually of a technical/specialised nature.

This approach however is always tempered by the requirement that such decisions must not be taken in violation of the rules of the sport and law or such decisions made in bad faith, e.g., as a consequence of corruption, nationality bias or something similar. In summary, CAS does not have the function of reviewing technical matters and CAS will only interfere if an official's field of play decision is tainted by fraud or arbitrariness or corruption.

This principle applies even if the official's decision is accepted as being incorrect but still taken in good faith and within the rules.

Some instructions commonly include penalties which can be less than disqualification. Experience has shown that it is important for a protest committee to have in place, prior to the event, a document that gives guidance to the protest committee as to the criteria to be applied in determining an appropriate penalty in such case. Such documentation and a demonstration as to how the protest committee applied such criteria would be very useful in such a case.

1.4. *De Novo* Hearings

Notwithstanding the comments in section 1.3, it is important to note that CAS has the power to conduct a *de novo* hearing i.e. a completely new hearing into the matter disputed. In disputes over field of play decisions, CAS will usually apply the field of play principle noted above.

However, in other rarer types of case (such as disciplinary decision), CAS may re-examine all the evidence, hear witnesses and come to a fresh decision. For this reason, protest committees at events with CAS jurisdiction should make a careful note of all the evidence heard and the names of witnesses.

1.5. ISAF Contact If Involved In A CAS Hearing

ISAF Race Officials involved in CAS proceedings should immediately advise the ISAF Chief Executive Officer and the ISAF Events Department. It is also quite possible that ISAF will be a party to any such proceedings.



SECTION 2

Support Persons at Regattas

| Contents | Page |
|---|-------------|
| 2.1 Introduction | 2 /2 |
| 2.2 Definition of Support Persons, Coaches, Team leaders, Parents and Others | 2 /2 |
| 2.2.1 Relationship with Support Persons | 2 /3 |
| 2.2.2 Professional Coaches | 2 /3 |
| 2.2.3 Parents as Supporters | 2 /4 |
| 2.2.4 Other Support Persons | 2 /4 |
| 2.3 Regatta Services to Competitors | 2 /4 |
| 2.4 Initial and Daily Briefings for Competitors and Support Persons | 2 /5 |
| 2.4.1 Other Communications During the Regatta | 2 /7 |
| 2.5 Support Boats on the Water | 2 /8 |
| 2.6 Establishing Exclusion Zones on the Water | 2 /8 |
| 2.6.1 Safety Plans Involving Support Boats Afloat | 2 /9 |
| 2.6.2 Communication with Support Persons on the Water | 2 /10 |
| 2.7 Judges' Debriefing on Rule 42 Penalties | 2 /10 |
| 2.7.1 Umpires Communications to Competitors | 2 /10 |
| 2.8 When Things Go Wrong | 2 /11 |
| 2.8.1 Procedures to Investigate and Penalise under the <i>Rules</i> | 2 /11 |
| 2.8.2 Incidents Involving Parents and Other Support Persons | 2 /12 |
| 2.9 Allegations of Physical or Sexual Abuse of a Youth by a Coach, Parent or Support Person | 2 /12 |

2.1 Introduction

This Section addresses interaction with coaches, parents and other support personnel at regattas and how to handle problems that may arise. Interactions involve arrangements, communications, and access to the proceedings of the regatta, e.g. briefings and protest hearings. Interaction also includes working through a problem when something goes wrong.

2.2 Definition of support persons: Coaches, Team Leaders, Parents and Others

Competitors often come to regattas with Coaches, Team Leaders, Parents or other persons who support them. They provide physical or advisory support to a competitor, including the gathering of data that may be used at a later time. In this section we use the term, “support persons” to include all such individuals.

Support persons are an important part of regattas, taking an active role in getting the competitors to and from, and supporting them throughout the regatta. This will vary, depending on the type of event and the age of the competitors. They will accompany the competitors to events, seeking admission to the venue and, where allowed, accreditation to enter restricted areas, requesting the use of launch facilities and mooring spaces for their powerboats and participate in the social activities. The role they play with their competitors is important to the competitors’ success and will normally involve interaction with officials on behalf of their competitors but it is preferable that their discussions/submissions should be with the competitor(s) they are registered with.

Depending on the standard of the competitors, e.g. national teams, competitors may also have support personnel, such as weather experts, rules experts, and others who do not travel to the venue. Where it has been set up prior to the regatta it is helpful to these persons to have information, such as notices posted on the Official Notice Board, protests listed for hearing and decisions, and other information published simultaneously on the event web site. It is not always possible to have simultaneous web postings and this is dependent on the sophistication of the event web site and the funds available to have such a web site. Currently there is no *standard* style of web site to provide this. These web postings make information directly available to off-site support personnel for their benefit and associated competitors.

It is useful for race officials to know who the support personnel at regattas are, which competitors they are associated with and the role they are playing. It is also important for race officials to understand the relationships between competitors and their support personnel.

At some regattas, competitors or teams are selected and entered by their Member National authority or sailing club. These MNAs or clubs often appoint their own Coaches or Team Leaders. At youth and junior regattas, parents, or other adults often accompany competitors and frequently take responsibility for the wider well-being of the competitors. At other regattas competitors often bring their own Coach or other support personnel. Sometimes these people are shared by several competitors.

2.2.1 Relationship with Support Persons

Support persons often approach officials on behalf of their competitors, or along with competitors, to get information about the schedule and running of the regatta, or to enquire about any penalties or actions taken against their competitors.

It is beneficial to have a working relationship with support persons, just as it is with competitors. An appropriate relationship is where the support persons feel included and respected, and they have respect for the race officials to carry out their role without interference.

The best way to go about establishing an appropriate relationship will depend upon many factors and will vary from regatta to regatta. The variables will include the particular environment, the personality of the race official concerned, and the attitude and level of experience of the support persons to name a few. The more often a race official officiates at that class the stronger the respect becomes between the officials and support people.

Some of the techniques that have served race officials well include:

- Be visible and approachable.
- Be seen around the regatta site and on the water. Be available to talk with support persons, while avoiding the appearance of taking a personal interest in one individual or group. However, where possible, ensure there are two officials walking around the site or at any discussion.
- Being approachable does not mean that you should try to please everybody all the time as, to do so, will only create a situation where you please nobody or, worse still, appear weak and able to be manipulated.
- Be aware of cultural and language differences. What might be considered normal and acceptable behaviour in one culture could be confronting or rude in another. Learning a few words in a foreign language such as “good morning” can go towards establishing a good relationship even if communication is otherwise difficult.

2.2.2 Professional Coaches

Many Coaches are paid professionals. Some have performance contracts, with provisions that their future livelihood depends on the success of the competitors they are coaching. Often coaches and team leaders have as much or more regatta experience than the race officials and can have a unique understanding of any current issues that might arise. Being mindful of these possible circumstances when their competitors are not performing well can be useful background to officials when interacting with Coaches and competitors over specific issues.

Coaches may be qualified as “trained” or “qualified,” having completed suitable qualifications issued by their MNA or in other countries. Training and certification typically includes valuing, interacting, leadership, problem solving, and critical thinking. An important core competency they must demonstrate is making ethical decisions. Further training usually includes qualification to operate a power boat and a VHF radio, as well as First Aid certification, including CPR, swimming and rescue.

Coaches in many countries abide by a Coaches’ Code of Conduct or a Coaches’ Code of Conduct and Ethics. Codes from several national authorities indicate that coaches are expected to adhere to the following ethical standards, amongst others:

- Respect for the rights, dignity and worth of others

- Avoidance of any form of harassment
- Accepting the guidelines and spirit of the rules
- Adherence to the guidelines laid down by their governing bodies
- Promotion of the positive aspects of the sport, and fair play
- Providing a safe environment
- Leading by example
- Integrity
- Safety
- Prohibiting drug and alcohol use

Many Codes include procedures to investigate a breach of the Code and include possible disciplinary action by their MNA based on a report of an alleged breach of the Code.

With their training and ethical principles, Coaches can be valuable partners in the efficient operation of regattas. Coaches can have a calming and steadying influence on their competitors, especially in stressful situations.

2.2.3 Parents as Supporters

Parents frequently accompany youths to regattas, particularly youth events, to serve a similar functions as coaches. Parents are a diverse group of individuals in terms of the training and the experience they bring in supporting competitors at regattas. Whilst some parents are experienced competitors, others have little or no experience and this needs to be kept in mind and are not bound by any Code of Conduct or Ethics. Their main object is to have the safety, well-being and their goals for their children foremost in mind.

Parents normally do not have the same comprehension of appropriate behaviour and attitude that coaches have.

2.2.4 Other Support Persons

Teams, such as national teams, bring other support persons who are not Coaches or parents. These persons are a diverse group of individuals in terms of roles, training and experience. They might serve as chaperones to young competitors or be more closely linked to aspects of meteorology, boat management and sailing. Depending on their experience they might not all have the same understanding of appropriate behaviour and attitude to a regatta. Those who are appointed by a Class or MNA are bound by a Code of Conduct of Ethics.

2.3 Regatta Services To Competitors

The Organizing Authority needs to provide information to competitors to assist them to prepare for the regatta. This information and entry requirements, including entry fee, are normally, these days, communicated through the event website and can include:

Location: Where the regatta will be based and the area where the regatta will be sailed.

Weather and Tides: Average weather during the period of the regatta and tide high and low water and tidal streams as well as the average air and water temperatures.

Travel: Details on travel options to the regatta site, with links to driving instructions, nearby domestic and international airports, railway stations, ferries and visa requirements.

Accommodation: Links or contact information for accommodation or billeting.

Parking: Specify the times before, during, and after the event when parking is available for trailers, vans and campers.

Pre-Regatta Site Access for Competitors and Support Persons: Provide information about any restrictions to the regatta site prior to the event and where launching and parking facilities are available.

On the Water for competitors: Provide information on the entry requirements, entry procedure, entry fees, accreditation process.

Facilities for Support Boats: Launching, Storage, Refuelling and Hauling Out:

Provide information on launching, storage or berthing facilities, refuelling, and haul out facilities for support boats. Requirements for pre-registration and accreditation provides the Organizing Authority with estimates of the numbers of support boats to accommodate on site.

Insurance: Most countries and regattas require competitors and coaches to have third party insurance cover and these limits, including the currency of the policy, should be stated.

Sailing Instructions: Ideally, where possible Sailing Instructions should be available for download from the regatta website at least 3 days prior to the start of the regatta, but a hard copy must always be given to the competitor at registration.

2.4 Initial And Daily Briefings For Competitors And Support Persons

Normally hold a briefing of competitors before the first day of racing. Support persons competitors should also be encouraged to attend. It is also becoming common practice for a daily briefing to be held which provides additional information to competitors and support persons and provides information on what the race committee intend to do on that day. The general tendency these days is that at the subsequent daily meeting Support Persons attend and then pass on the information at the subsequent Team Meeting.

Briefings provide an opportunity to establish communication among the organizers, race officials, competitors and their support people and to introduce the race officials involved with the regatta. A well prepared briefing by officials consolidates the foundation for good communication and is the officials' opportunity to make a good impression and to assure all present that they are knowledgeable, approachable, friendly and sympathetic to the competitors.

The initial briefing provides competitors and their support people with details of the officials they need to approach for help to resolve any problem throughout the regatta.

The briefing for support people leaders would:

- Introduce the key race officials such as the PRO, Measurers, Jury or Umpire Chairman, and Jury/Umpire Team members;
- Identify Race Committee vessels, jury boats and umpire boats;
- Highlight any local harbour navigation rules, hazards and customs;
- Indicate some of the Race Committee's intentions in the event of certain weather conditions, local shipping movements etc.;

- Request that support teams comply with any support boat instructions in the sailing instructions or other documents. This could include the display of national identification on the support boat;
- Provide details of the role of Coach boats in the on-the-water safety plan;
- Remind competitors that sailing is a self policing sport, and of their obligations under “Sportsmanship and the Rules”;
- Advise competitors that they may approach any the members of the measurement team, Race Committee, umpires and jury at any time except when racing is taking place, on or off the water;
- Invite Advise the policy on observers to protest hearings.

Other parts of the Race Officials’ Manuals include other items that could be covered at this briefing.

An appropriate Sailing Instruction wording could be:

Coaches and Team Leaders Meeting

There will be a Coaches and Team Leaders meeting at xxx hours each morning, or 2 hours before the first warning signal of the day if the race schedule is changed to start earlier. The objectives of the meetings are to receive feedback from the coaches on the regatta organization, exchange view points, and inform the coaches about any changes in the sailing instructions and regatta organization in general.

The briefing does not replace the official communications to competitors posted on the official notice board. Competitors who do not have coaches should also attend.

Topics that can be addressed at daily meetings usually include:

Regatta Logistics

- Parking, local community issues, medical services, catering, social events, transport, launching and retrieving, opening and closing ceremonies, notice boards, race office, jury/umpire office locations
- Safety_Management: On-the-water safety covering bad weather, towing of boats, leaving boats unattended and radio channels
- Racing_Logistics: Weather forecasts, course areas, race officer intentions in the event of no wind, or other matters influencing the scheduling of races, staying on shore .
- Equipment: Where boats are supplied by the organising authority, equipment substitution, boat allocation, trash and gear boats on the water
- Drawing attention to any information for competitors published by the jury/umpires, drawing attention to matters of concern, e.g. support boats entering racing exclusion zones, boats who have finished crossing racing areas of boats still racing.
- Feedback: Raising any issues and making suggestions for improvements for this and future events.

These meetings are normally run by the Organizing Authority and include at least the PRO and the Chairman of the Jury or Chief Umpire. It is good practice for all Race Officials to attend these meetings, if possible.

2.4.1 Other Communications during the Regatta

Depending on the nature of the regatta, it is important to make specific provision for recognising, communicating with, and otherwise supporting support persons.

Communication with support persons is made significantly easier and more effective if a relationship has been established. This is even more important at junior regattas where the role of race officials generally, and judges in particular, involve an element of education. Communication with coaches can be quite different from communication with parents, as coaches are not as emotionally involved as a parent.

Officials should not remain detached or aloof. The interaction provides further opportunities for good communication and the development of productive relationships. Be friendly and approachable at all times.

Officials should focus on making themselves visible, accessible, and approachable by the competitors and their support persons. Post a list of key officials (with photographs if possible) on the regatta notice board to make recognition easier.

When officials are ashore and are not required for official duties, they could visit the boat park, in pairs, and converse with competitors and their support persons or go to the main social area for a coffee or snack. It is strongly recommended that more than one official participates in any discussions with competitors to avoid any perception of bias, conflict of interest and various other reasons, particularly when dealing with junior competitors. This is particularly important where a competitor or their support person may have a close connection with an official because of friendship, club affiliation or nationality

Occasionally an informal comment made by a competitor or their support person in the boat park can very useful in identifying a problem or issue that can be resolved before it escalates into a larger issue.

There are times when unofficial discussions with a coach can divert potential problems involving a competitor's behaviour that has not yet reached the stage of a gross breach of sportsmanship.

When competitors wish to speak with an official they should always be told that a support person is welcome to join the conversation. Often the answer to a competitor's question would be helpful for the all competitors to know. In these cases the official should ask for the question to be presented in writing so that they can provide an official written answer to post on the regatta official notice board. There will be times when an official is asked a question that he wishes to consider before answering. These questions are also best presented in writing so that the race official can confer with his colleagues before providing a written answer on the official notice board.

Race Officials performing their primary duty will have the opportunity to monitor competitor's compliance with the rules that apply at the regatta. Examples of such rules may include safety equipment (e.g. wearing buoyancy aid), trash disposal, and class measurement rules. If a competitor is not in compliance, generally a polite comment will coax compliance. Before the beginning of a regatta the officials will have agreed a process for protests brought by the Race Committee, Umpire, Measurers or Protest Committee. This may be to refer the intention to lodge a protest with the PRO or the Protest Committee Chairman, before formally lodging the protest.

2.5 Support Boats On The Water

Many regattas now publish Coach Boat Regulations that apply during the event. For the purpose of these regulations, a coach boat usually includes any boat that is under the control or direction of a person who is providing physical or advisory support to an athlete, including the gathering of data that may be used at a later time. The regulations might also apply to spectator boats if they are linked to competitors.

Coach Boat Regulations typically describe zones on the water where coach boats are allowed while racing is in progress, and describe zones where coach boats may not enter. They might also describe any restrictions on equipment that may be carried on board a coach boat and also provide a procedure for handling an alleged breach of any of these regulations.

The normal method of identifying support boats is to require them to display the national letters of the competitors they are supporting and an identification number supplied by the organisers. The numbers are needed when there is more than one support boat per country. As an example, France quite often sends regional teams to major regattas and there can be numerous French coach boats.

Where there are limited support boats available the Organizing Authority will often require in its Coach Boat regulations that coaches from more than one country share a coach boat.

Not all competitors will have support personnel on the water. The officials should ensure that they do not show favour or bias to any particular boat.

2.6 Establishing Exclusion Zones On The Water

The fairness of the competition, safety, and the facility for race officials to do their jobs requires the control of the positioning and movement of support boats around the race course. Establishing a set of clear and reasonable boundaries for support boats ensures good racing for the competitors.

It is up to classes, or the organising authority, or both, to determine the method of controlling support boats on the water. It then becomes the responsibility of the race officials to manage the positioning and movement of support boats.

“Support people typically want to observe the start then move to the windward mark to observe the mark rounding. In some circumstances, they will know how to watch races without interfering with competitors or the race management and without making excess wake as they proceed to the windward mark, particularly in light weather. Other support personnel with less experience might lack this understanding.

Zones where coach boats may not enter, often called exclusion zones, are specified in the Sailing Instructions and should be supported by a chart of the racing area showing the exclusion zones. They can vary from something as simple as “shall not go within 50 metres of boats racing”, to a much more comprehensive set of rules which could go as far as limiting support boats to a ‘box’ or specify the routes they could take from one end of the course to the other.

Particularly with multi-starts it is becoming more common for the race committee to lay a line of buoys at the side extensions of the start line and below the start line. Support boats are not allowed to be in front of these buoys.

A simple exclusion zone would require support boats to stay:

- about 50 metres behind the start line after the first Preparatory signal for all starts of a race; and
- no closer than 100 metres to the course area bounded by the windward and leeward marks and the lay lines either side or
- within 100 metres of the course a boat may sail.

More sophisticated exclusion zones can address some of these issues could include a 'box' behind the start line and 'lanes' between the top and bottom of the course. Where a trapezoid course is laid the exclusion zone should encompass the entire course areas, even if no boats are racing on the inner or outer loop at any time.

It is also necessary to establish procedures which prevent coaching on the water whilst boats are racing. Such outside assistance is difficult to detect with any certainty and to protest. This type of behaviour is best prevented by protocols, such as establishing exclusion zones on the race course, requiring each support boat to have support people of different nationalities on board, or specifying days when support boats are not permitted on the race course

Always check the class rules for any specific requirements or restrictions on support people who go afloat.

While the race committee is responsible for enforcement of exclusion zones, judges and umpires afloat are often in a better position to monitor support boats. They can carry out the task without waiting for specific requests from the race committee. It is good practice for the race committee, judges and umpires to discuss the preferred approach in advance, and any specific concerns as they arise. Planning will ensure consistency and compliance with the wishes of the organising authority. Observing adherence to the exclusion zones is secondary to the work of monitoring rule 42 under Appendix P, or of umpiring.

Be consistent in the approach to enforcement of these rules. Take care to apply the policy without showing favouritism. The only variation in enforcement would be as a result of differing circumstances that are readily understood. A polite but firm request will achieve the best result.

Should support boats fail to comply with the rules and regulations, the judges and other officials afloat are in a good location to remind the support boat of its obligations. Ask the boat to move back, or give a polite hand gesture.

Should a support boat fail to respond make a note of the country and identification number and post a notice on the notice board, for the coach to meet with the judges at the protest room or with the race officials at the race office, prior to the end of protest time that day.

2.6.1 Safety Plans Involving Support Boats Afloat

Support boats are an important, and sometimes an essential, part of the safety routine at a regatta, enhancing the safety provision at regattas. For safety plans involving support boats to be effective, there must be a commitment from them to assist when requested, an understanding of the circumstances in which such a request might be made, an understanding of 'outside help,' and good communications on the water.

Briefing support people on the safety plan and seeking their full support in the event that they are needed is critical. The safety plan should request support people to commit to provide assistance when asked to do so.

The race committee should hold a safety briefing prior to the first race and seek their assistance and suggestions on improving the plan.

A sailing instruction that restricts the placement and movement of support boats could be:

“Coach” Support Boats

Except when participating in rescue operations, all registered support boats shall be required to stay outside the areas stated in Sailing Instruction xx from the time of the preparatory signal for the first fleet to start, until all boats have finished or retired from that race; or the Race Committee signals a postponement or an abandonment of all fleets. The area where boats are racing is defined in Sailing Instruction yy. Boats are requested to monitor VHF Channel aa¹ which will be used by the race committee to request safety assistance.

Judge and Umpire boats should not tow boats to the course area before racing, even though there is no wind. However, towing boats ashore after racing in response to a request from the Race Committee is acceptable, so long as the Judge or Umpire shows no bias or preference to boats they assist.

2.6.2 Communication with Support Persons on the Water

Where practical, Race Officers should broadcast information of interest to support boats, such as intentions to lower a postponement flag, shifting of a course, and wind speed.

2.7 Judges’ Debriefings On Rule 42 Penalties

When judges are applying Appendix P it is important that competitors and if necessary, support people are aware of why the judges penalized a boat. Judges should be available to discuss the actions that led to the penalty and explain the actions of the competitor and why the penalty was given.

On days with multiple races, the judges should, when practicable, position their boats near the start line for the next race so that competitors and coaches can find them.

On single race days, or after the last race of the day, judges are best approached ashore. When the discussion is held ashore, it is best practice if possible, for the judges who gave the penalty to discuss this with the coach and competitor. If one of the two judges is not available another judge should accompany the available judge. A judge should always have another judge along when talking to competitor.

For further information on debriefings of Appendix P penalties under rule 42, see the International Judges Manual.

2.7.1 Umpires’ Communications to Competitors

Between flights of match races or team races competitors or their support people might approach umpires for an explanation of penalties assigned during the flight. When time permits afloat within the schedule, umpires are encouraged to discuss the penalty to

¹ Not the RC’s own channel but in this day and age, unless a private channel is used, support persons quickly find the channel being used

promote the competitors' understanding of the situation. They would also hold a debriefing ashore.

2.8 When Things Go Wrong

There may be incidents where a support person affiliated with a competitor creates a problem at a regatta. If officials encounter such a situation, it is important to have prior knowledge of the action available to deal with the issue. The course of action to take may differ for coaches or parents, depending on the situation.

The Racing Rules of Sailing provide for hearings involving boats that are alleged to have broken a *rule*, along with provisions for penalties and exoneration. The first step to take when an incident arises is to find out which boat or boats and which competitor or competitors are affiliated with, or supported by the person. The regatta office should have a list of support boats, coaches, and personnel associated with each competitor or team.

The second step is to determine who the person is. Is the person a coach? If so, is he or she is an employee of the MNA, or a club that is a member of the MNA, or is he employed by the competitor or a group of competitors without specific affiliation? Is the person a trained or certified coach from his or her MNA? Even coaches hired by competitors are often certified by their MNA and may be governed by them. There are more processes available for investigating and disciplining a coach than a parent or other support person.

2.8.1 Procedures to investigate and penalize under the rules

If a support person provides outside assistance to a boat that is racing, a boat may protest her for breaking rule 41. The Race Committee or Protest Committee may also file the protest, but not as a result of information arising from a report of an interested party other than the representative of the boat herself. If the protest is upheld, the penalty to the boat would be disqualification in the race or in the race sailed nearest in time to that of the incident under rule 64.1.

Following the introduction of the Racing Rules of Sailing 2013-2016, Rule 69 states that the term 'competitor' is restricted to any boat owner and any crew member and does not extend to include coaches, support personnel or other non-competitors. Therefore the protest committee may not hold a hearing under this rule, nor send a report about that person's actions to the correspondent MNA under rule 69.3.

However, the sailing instructions may include a provision stating that when the protest committee, from its own observation or a report received, believes that a coach or other non-competitor has committed a gross misconduct, including a gross breach of a rule, bad manners or sportsmanship, or conduct bringing the sport into disrepute, it will conduct a hearing following all the requirements of rule 63 and giving the alleged infraction the consideration of a party. If the protest committee decides that the support person has committed the alleged misconduct, it may request withdrawal of accreditation, prohibit access to regatta areas and regatta services, or take other action within its jurisdiction.

If a coach becomes a real problem during an event the PC should to take action, to the benefit of the competitors and the coaches who are complying with the rules. The Protest Committee should call the coach to a meeting and investigate. Then, depending on the seriousness of the offence, the Protest Committee can take different actions, i.e. report

the problem to the OA and ask them, for example, a) to not to allow the coach to enter the club, or b) to remove the coaches' accreditation, or both etc.

The Protest Committee may send a report to the MNA or to ISAF or to both, depending on the event and, if they wish, include a suggested course of action. Since all these actions cannot be taken under rule 69, the MNA is not obliged to follow the procedure stated in rule 69.3.

More detailed information concerning this can be found in Section N of the International Judge's Manual.

2.8.2 Incidents Involving Parents and Other Support Persons

If an incident involving a person who is not a certified coach, such as a parent or other support person, it should be referred to the Organizing Authority for the event. In consultation with flag officers for the yacht club, action may be taken under the club's by-laws. Privileges extended to these people to be on club premises and use club facilities, such as boat launching and dockage could be reviewed.

2.9 Allegations Of Physical Or Sexual Abuse Of A Youth By A Coach, Parent, or Support Person

Any allegation of abuse of a youth must be taken very seriously, following the procedures legally required of adults in positions of responsibility, as defined within the laws of the country of the event. Youth are typically seen to be children aged 16 or younger, but each country defines its own age limits.

The laws within each country will define abuse. The following examples of legal definitions are provided as a guideline for the information of officials but are not universally accepted definitions. It is advisable to become familiar with definitions of abuse if you work at youth regattas. Refer also to the Section in each discipline manual referring to Junior Sailors, *e.g. Section D Judge's and Junior Sailors* in the Judge's Manual.

Abuse is any form of physical harm, sexual mistreatment, emotional harm, or neglect, which can result in injury or psychological damage. The four categories of Child Abuse have been described as:

- Physical Abuse occurs when the person(s) responsible for the child's care, inflicts or allows to be inflicted any injury upon the child. Behavioural or physical indications may be helpful in offering clues that a child may have been abused.
- Sexual Abuse refers to the use of a child or youth by an adult for sexual purpose whether consensual or not. Sexual abuse can also occur among children or youth where there is a lack of consent, or among children even with consent, where there is an age gap of more than two years.
- Emotional Abuse or psychological maltreatment occurs when the person(s) responsible for the child's care either subjects the child to or permits the child to be subjected to, chronic and persistent ridiculing or rejecting behaviour.
- Neglect is the result of serious inattention or negligence on the part of a child's care giver to the basic physical and emotional needs of the child. Child neglect may be easily confused with poverty or ignorance, or may be associated with parents who are overwhelmed with other problems. However, because chronic neglect results in physical and emotional harm to a child, it cannot be ignored, whatever its case.

Neglect occurs when the parent(s) responsible for the child's care jeopardizes that care or well-being through deprivation of necessities.

Allegations of physical or sexual abuse of a youth competitor by a coach, parent, or support person must be handled expediently and carefully. All countries will have their own legal requirements on adults in positions of authority who receive such a report. Typically, the obligation is to notify the police and child protection services immediately. If you are at an event outside of your own jurisdiction, you may rely on local persons to help you to make the report. However; this will not relieve you of the obligation to make the required reports.

Reporting obligations for Adults who receive these reports include:

- If you have reasonable grounds to suspect that a child is or has been or is at risk of being abused or neglected, you must report your suspicions to the local child protection services.
- You should not conduct an investigation regarding the suspicion or disclosure. Any questions to the child should only clarify the nature of his or her complaint.
- Do not promise the youth that you will keep the information a secret.

Reporting requirements are clear for children aged 16 and under; all incidents of suspected physical or sexual abuse must be reported to the local child protection agency and the police.



Section 3

Crisis Management

| Contents | Page |
|--|-------------|
| 3.1 Objectives | 3 /2 |
| 3.2 Introduction | 3 /2 |
| 3.3 Risk Assessment and Crisis Management Plan | 3 /2 |
| 3.3.1 Risk Assessment | 3 /2 |
| 3.3.2 Crisis Management Plan | 3 /2 |
| 3.4 Influence of Event Types on Safety Provision | 3 /3 |
| 3.5 Responsibilities | 3 /3 |
| 3.5.1 Competitors | 3 /3 |
| 3.5.2 Race Officer | 3 /3 |
| 3.6 Outline Structure of Safety Plan | 3 /4 |
| 3.6.1 Dinghy and Board Events | 3 /4 |
| 3.6.2 Ocean, Offshore and Yacht Racing Events | 3 /8 |

3.1 Objectives

The Objective of any safety policy to be adopted at an event is to provide efficient, competent safety cover thereby allowing competitors, officials and all those involved maximum enjoyment whilst minimizing the risks to their wellbeing, having regard for both expected and unforeseen conditions.

3.2 Introduction

RRS Rule 1, RRS Rule 4 and standard safety Sailing Instructions confirm that a boat accepts that it is entirely responsible for its own safety. Nevertheless, safety is an area that should be actively managed, according to 'good practice', by race officers at any event at which they are involved.

The management of safety at any one event will be governed by differing procedures dependent on many factors. These factors include the types of boats involved, the numbers of boats and competitors, the course configuration sailed, the location of the race area, the sea hazards and the conditions that competitors may experience. However, events of all types have a common initial approach to safety management - a Risk Assessment and a Crisis Management Plan. It is common practice to have the risk assessment and the crisis management plan within the same document prefixed by general information on the event and the senior officials involved.

This section outlines the various issues that concern the management of the safety resources at any specific event in order to reduce the inherent risks associated with sailboat racing to a level as low as reasonably practical (ALARP). Suggestions are made which cover most forms of racing. However, whilst these suggestions are based on models that are current practice at some events, they should be regarded as suggestions and not as guidelines that must be followed as the only means of achieving best practice. Other systems exist that are equally satisfactory. Race officers will need to address the issues applicable to their own event and adopt policies appropriate to their specific requirements.

3.3 Risk Assessment and Crisis Management Plan

3.3.1 Risk Assessment

A risk assessment must be carried out for every event so that potential risks can be identified and measures taken to minimize the risk to an acceptable level.

Each risk factor is identified and described together with its possible location. The probable consequences of the risk materialising are highlighted as are the control measures that are to be put in place in order to minimize that risk. An attempt to quantify or measure the risk, having implemented the control measures, is then made. It is likely that specific control measures will be appropriate to more than one risk factor.

The process of producing a Risk Assessment may reveal deficiencies in the anticipated safety management policy initially adopted and allows the race officer to implement further control measures to minimize the risk further.

3.3.2 Crisis Management Plan

Again, this is a document that must be produced well before the event is to take place. It defines the actions to be taken when a serious risk (as should have been identified in the

Risk Assessment) is realised. The person(s) responsible for carrying out or supervising the appropriate action is identified by name or position and relevant contact details are listed. Potential sources of outside help are also defined with contact details (e.g. rescue or emergency services, hospitals, etc). Dissemination of information after such an incident must also be managed so those responsible for this aspect should be identified.

3.4 Influence of Event Types on Safety Provision

The safety management adopted differs according to the nature of the event. Factors influencing the type and amount of safety cover provided include:

- Boat types - the requirements of keelboats, dinghies, boards and model boats are very different from those of each other. Mixed fleets often pose complex problems of safety.
- Number of boats - both the type and the amount of safety cover is often determined by the number of boats and/or competitors.
- Location of racing - the safety requirements of ocean racing differ from offshore racing, racing inland or in an estuary.
- Ability of the competitors - it is often the ability of the less able sailors in the fleet that determines the level and type of safety cover necessary.
- Age of competitors - both the young and old have greater requirements when compared to fit adults.

3.5 Responsibilities

3.5.1 Competitors

RRS 1 clearly defines the responsibility of the competitor to wear a personal floatation device, whilst that rule, in addition to RRS 4, makes it clear that it is the boat's responsibility to make the decision whether or not to race (or continue to race having started) and to carry adequate life-saving equipment for those on board. It is also mandatory for competitors to assist any person or vessel, whether racing or not, that is seen to be in danger.

Sailing Instructions will require competitors to conform to a safety system that ensures that the race committee receives confirmation that a boat either intends to race and will be on the race course or that they are safe and no longer racing.

3.5.2 Race Officer

The decision to make the wearing of personal floatation devices whilst racing compulsory is that of the race officer as defined in RRS 40, unless local regulations require a PFD to be worn at all times whilst afloat. There is therefore an implied duty of care in race management. In addition, the ISAF Code of Behaviour requires all race management personnel to be responsible for their actions concerning the safety and welfare of race participants. So whilst there may be an extensive team involved in 'safety' at an event, the responsibility for this is ultimately that of the race officer in charge even when first line management is delegated to another individual(s).

The race officer must, at all times, monitor the fleet and observe the conditions in which they are racing. Priority is always the safety of the sailors whilst their boats are of secondary importance. The timing of any intervention is also important: a capsized is a normal part of some types of racing and an extreme situation in others; if the race can

continue in safety without intervention then it should be allowed to do so. Rescue facilities must remain in force until all boats, racing or retired, are safely back ashore or in a safe haven such as a harbour or marina.

Medical facilities must be available either through the event itself with a doctor onsite, or through the emergency services and local hospitals. All boats involved in the management of an event should be equipped with a first aid kit as a minimum requirement.

3.6 Outline Structure of the Safety Plan

3.6.1 Dinghy and Board Events

Having completed the risk assessment the design of an appropriate safety plan is made. This is influenced by several factors.

3.6.1.1 The size and location of the race area

Racing in coastal waters and estuaries is often monitored by VHF on the main committee boat itself. Inland races can be monitored perhaps from the club office with visual contact through a window. A means of communication with the safety fleet will still be required.

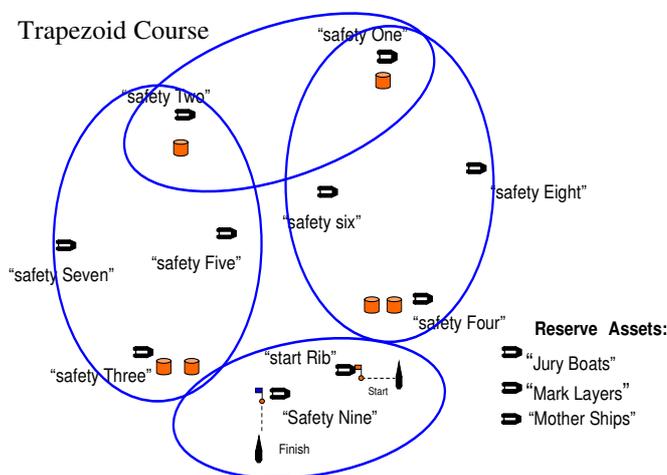
3.6.1.2 Number of race areas

The requirement for a centralized system of communication and coordination of cover is determined by the number of race areas. At a major event with multiple course areas the most efficient management of the safety systems will be effected through a centralised base. Again, this could be afloat, as in the case of an event safety leader on a boat, or ashore in an office. Communication from the safety fleets to the central base is usually via VHF radio but may also be made with mobile telephones.

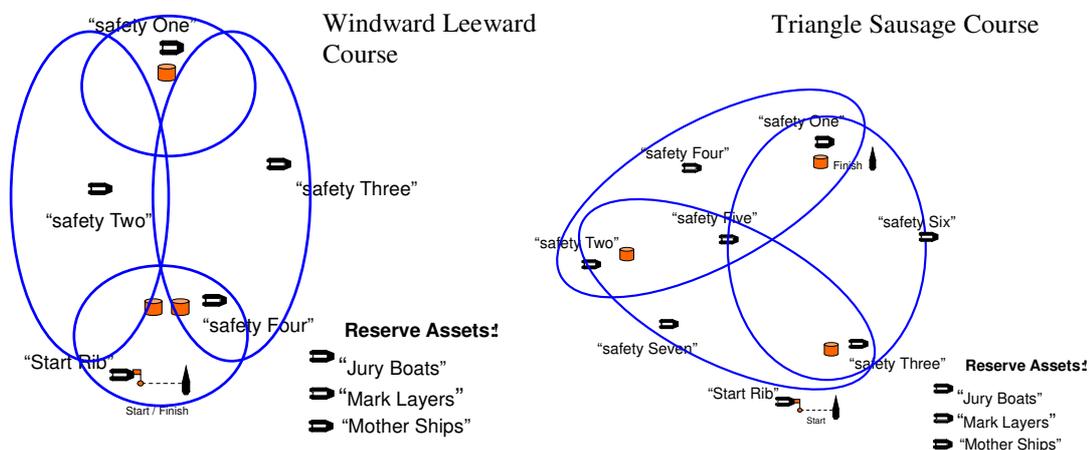
When racing is on a single course it is often not necessary to have a base other than the race officer in charge or a person delegated to manage the safety resources.

3.6.1.3 Mode of assistance

Dinghies and boats that are likely to capsize are best assisted by RIBs or similar small boats. It is commonplace to have a fleet that is positioned at predetermined points on the race course. A floating base such as a mothership is a useful facility to which boats that cannot cope with the conditions are tied and made safe whilst others are rescued. A patrol plan for the RIBs is essential to effect good safety monitoring and cover. This plan must be defined and understood by all safety crews to patrol effectively when boats sail out to the race area, race and return to the dinghy park. Each safety boat will have designated area to patrol during the race and during transit of boats to and from the racing area. During the races safety boats will move to a pre-



allotted patrol zone (see diagrams). Generally 1 or 2 boats would cover each leg of the course with overlapping areas around the marks. Boats should also be stationed at gybe marks as these are often problem areas. In the event of bad visibility, heavy sea, strong wind etc., boats should also be stationed at the leeward aspect of the course to 'mop up' - this is especially important if the wind is offshore. If more safety boats are available some can have a roving role.



3.6.1.4 Intention to Race and Declarations

This is a requirement of the sailing instructions that enables the race officer to know who is on the water and who is on land or in harbour. In the case of dinghies and boards a tally or 'sign in / sign out' system allows the race committee to know who is on the water and who is on land.

3.6.1.5 Personnel

One individual will be assigned to the role of Safety Leader to coordinate all activity under the guidance of the race officer. There should be enough personnel in the team to provide a safety fleet appropriate to the course area, number of boats, age and ability of crews and the expected conditions. All Safety Boats should normally have a minimum of two competent adults aboard, one of whom should be dressed to enter the water to aid a rescue. There is to be no maximum number of crew but Safety Boats should not be overloaded with crew and should be able to accommodate additional sailors. It is unusual for a Safety Boat to have more than three crew members.

Other available personnel at the event should be available to help with safety issues when directed by the race officer - Jury / Umpire / Measurer / Coaches. This is not only limited to adverse conditions. Towing boats back to harbor could also be required.

3.6.1.6 Equipment

VHF radios and mobile telephones are necessary for dinghy racing.

Safety boats for dinghy events also carry:

- Adequate fuel.
- A sound generator (whistle or fog horn).
- Compass
- Anchor and warp suitable for the race area.
- Sharp knife, preferably serrated and easily accessible.

- Kill cord and spare, which must be used by the driver at all times when underway.
- Personal buoyancy for the crew, to be worn at all times.
- Safety Tape to identify abandoned boats (to be issued by the ESO).
- Paddles and bailer.
- Drinking Water.
- Tow rope (preferably made of floating line) and towing bridle.
- Waterproof first aid kit and survival bag or thermal protective aid.
- Distress Flares:- 2 orange smoke and 2 pinpoint red or 2 day/night flares.

In addition it may be desirable to carry:

- Wire Cutters, to cut away rigging and trapeze wires
- Tool kit
- GPS location equipment
- Torch
- Spare radios

3.6.1.7 Communication

Good communication is essential between all involved in any safety plan and, of course, the competitors themselves. Good briefings should be made by the race officer to the competitors before racing takes place and to the safety personnel, usually on a daily basis.

Where VHF radios are to be used it is important that all users are able to communicate effectively when the conditions are poor, which is when the activity of the safety team may be at its greatest. Wind noise is the curse of good communication by VHF so it is important that users are familiar with good technique. Call signs should be listed, VHF channels assigned and adhered to, with reserve channels should a carrier exist or when other users outside of the event also need significant 'airtime'. A procedure for radio checks is necessary.

3.6.1.8 Emergency Guidelines

In the event of an emergency occurring (including severe injury to a sailor or event personnel or structural damage endangering the safety of a boat in the event), the first boat on the scene at a dinghy event, should inform all stations using a predetermined code (such as 'Code Red') and the location of the incident. The code itself is to be defined in the safety plan and emphasized at the briefings. An immediate assessment of the situation by the race officer is made and if appropriate the incident plan then becomes active.

If the situation is considered to be hazardous to the rest of the fleet the race officer may elect to stop racing by either shortening course or executing an abandonment as appropriate.

An emergency is only declared closed when the situation has been resolved. The race officer will only then inform all stations that 'CODE RED' is cleared.

3.6.1.9 Other Issues

The following issues need to be considered as core to safety management:

- a system with which to identify boats with crews removed such as marking with streamers.
- contingency plans for a change in conditions including the onset of fog.
- a liaison with shore-side facilities and emergency services to cope with medical emergencies and injuries including a designated point for landing such incidents.
- a policy for identifying and assisting crew at a capsize and when to intervene.
- knowledge of the boats racing and how to right a capsized boat of this type (often best obtained from coaches of the class concerned).

3.6.1.10 Safety Briefings

It is important that the safety team is briefed before the event commences and also on a daily basis. The latter is to ensure that the safety personnel work as a team and refine techniques as the event progresses. Whilst the RO is responsible for safety it is common practice for the safety officer to lead these briefings, but always with the RO present. At the initial briefing the following issues need to be addressed:

- introductions of the RO and other key people.
- any local hazards.
- the ability of the competitors racing.
- the tally system in place.
- the system used to identify boats that have had their crews removed such as marking the dinghy or board with streamers.
- the location of the mothership if one is available.
- the contingency plans for a change in conditions including the onset of fog and the use of GPS.
- the methods for dealing with injuries and medical emergencies.
- the location for landing injuries and medical emergencies.
- the method to be used to patrol effectively whilst sailing out to the race area, during the race and whilst returning to shore.
- the policy for dealing with capsizes and when to intervene.
- the correct method of righting a capsized boat of the type this safety team is responsible for (and those on other course areas if appropriate).
- the VHF channel to be used and backup channels should the main one become blocked.
- the correct method for using a VHF particularly when conditions are poor with strong winds.
- the definition of when and what to transmit on the VHF particularly if there is only one channel for the course area concerned - no chatter particularly during the start sequence.
- the policy for standing down at the end of the day.
- the times of daily briefings and debriefings.
- the collection and distribution of refreshments to take out on the water.

3.6.2 Ocean, Offshore and Yacht Racing Events

The basic concepts of safety remain the same as with dinghies and boards but there are other issues to take into account.

3.6.2.1 The size and location of the race area

Course areas are extended and may be out of sight if land. Offshore racing requires a 'base' that is responsible for monitoring the location and progress of those boats involved using all technology available - tracking devices and satellite communication systems when boats are likely to be far apart; VHF monitoring both by the competitors themselves and/or a 'base' when racing is likely to be relatively compact. The base will be either afloat, as in the case of a mothership, or on land. Whatever system is used it must have the ability to communicate with both the competitors and land based rescue services. Clearly this type of monitoring must exist at all times whilst racing is taking place so is likely to be a 24 hour watch from the start and until all boats have reached a harbour or other safe haven.

3.6.2.2 Mode of assistance

The delivery of assistance to competitors is determined by the types of boats racing. Large yachts are self sufficient to a certain extent until they require the services of specialist rescue services such as is offered by coastguard agencies. In the case of injury to competitors on such yachts, they are often safer and more comfortable remaining on the yacht than being transferred to another vessel or RIB. Urgent attention is best effected by helicopter transfer.

3.6.2.3 Intention to Race and Declarations

This is a requirement of the sailing instructions that enables the race officer to know who is on the water and who is on land or in harbour. Again, it is dependent on the type of boat involved.

Yachts - common policy is a requirement that boats sail close to the main committee boat in the pre-start period and call the race committee by VHF when retiring from a race or returning to harbour prematurely. Prompt submission of paper declarations after racing is a common alternative.

3.6.2.4 Personnel

Fewer personnel are involved in safety for yacht and ocean racing. The skills of those involved are different, the main ability being communication and organisation - to alert the rescue services as is appropriate and coordinate activity where necessary whilst maintaining contact with the competitor and keeping them informed as to progress being made.

3.6.2.5 Equipment

The equipment required for ocean racing is limited to tracking devices, satellite communication systems and VHF radios. VHF radios and mobile telephones are necessary for inshore yacht racing.

3.6.2.6 Communication

Good communication is essential between all involved in any safety plan and, of course, the competitors themselves. Good briefings should be made by the race officer to the competitors before racing takes place. This is sometimes in the form of 'competitors'

notes' when boats are not located in the same place and arrive at the race area from many different locations.

3.6.2.7 Emergency Guidelines

In the event of an emergency occurring, the competing yacht should inform all stations using a predetermined code (such as 'Code Red') with incident details including its location.



Section 4

Race Officials and Junior Sailors

| Contents | Page |
|---|-------------|
| 4.1 Introduction | 4 /2 |
| 4.2 Definition of Junior Sailors | 4 /2 |
| 4.3 Race Officials Role at Junior Regattas | 4 /3 |
| 4.4 Visibility | 4 /3 |
| 4.5 Communication With Sailors an4 Their Coaches | 4 /4 |
| 4.6 Protests | 4 /4 |
| 4.7 Observers | 4 /4 |
| 4.8 Use of the Protest Flag | 4 /5 |
| 4.9 Reporting to the Race Committee At The Finish | 4 /5 |
| 4.10 Arbitration | 4 /5 |
| 4.11 Rule 42 and Appendix P | 4 /5 |
| 4.12 Regatta Briefings | 4 /6 |
| 4.13 Parents, Coaches and Club Support | 4 /7 |
| 4.14 Support Boats | 4 /7 |
| 4.15 Rule 69 Gross Misconduct | 4 /7 |
| 4.16 Sailor’s Ethics | 4 /8 |
| 4.17 Legal Obligations of Child Protection | 4 /8 |
| 4.18 Outside Assistance | 4 /9 |
| 4.19 ISAF Introductory Rules of Racing | 4 /9 |
| 4.20 Sailing Instructions | 4 /9 |

4.1 Introduction

Junior sailors comprise a major group of participants in our sport.

This section helps all race officials, but mainly judges, understand their role in the development of a child/young person centred philosophy that ensures that all junior sailors receive the greatest possible value from their participation in the sport and are encouraged to remain sailing over a long period of time. It touches on issues arising in events ranging from local club racing to international events which pose unique cross-cultural challenges and opportunities.

It is important to realise that young sailors have varying needs and interests. As a race official, you will appreciate and respect that junior sailors will be at very different levels of competence, experience and knowledge of the rules.

Adults at an event (including race officials) are in a position of leadership and trust and therefore have a responsibility to present the sport to the sailors in a way that maximises their participation, enjoyment, security and satisfaction. Coaches are usually present, and have multiple roles of support, not only of their sailors, but also in communications, race management, rescue and protest proceedings.

When children and young people are not protected from harm, injury, harassment, bullying or similar negative behaviour, their enjoyment of sailing is compromised and the likely result of this is dropping out of the sport.

At the same time, young sailors must learn how to take responsibility for their own safety and the safety of others.

There is also growing national and international concern about ethical issues in sport. Of particular concern are doping, child abuse, spectator violence, sexual assault and misconduct, lack of respect for race officials and other competitors and undue parental pressure on young children. These are all issues to be aware of if asked to officiate at a junior event.

Race Officials should be aware of the policies of all major junior classes from measurement to protests, which need to be observed in order for junior sailors to compete successfully in major events in those classes

4.2 Definition of Junior Sailors

The rules do not prescribe any age breakdown of junior sailors. However, certain class associations (e.g. IODA and ILCA) prescribe age groups for racing, and protest policies, based on the traditions and policies of their class.

For the purpose of this section, it is considered that junior sailors are generally aged from about 9 to 18 years old.

Research tells us that chronological age is a poor indicator of maturity, so an age dependent approach may not be good developmental practice. A more appropriate approach is to consider maturity in terms of readiness. Readiness assumes that certain conditions and/or experiences have been accumulated that allow the young person to learn new skills and take in new information. A child or young person's readiness will depend on his/her:

- physical readiness, e.g., mastery of fundamental movement skill, growth;

- social readiness, e.g., sense of self, support and encouragement from parents and friends;
- motivational readiness, e.g., expressing a desire to participate and/or learn and;
- cognitive readiness, e.g., ability to understand instruction, rules or tactics, in a relevant language.

In addition to understanding the unique behaviour of junior sailors, race officials need to understand that certain practices at major junior events (e.g. random measurement, display protest flag and report to the Race Committee) are driven by class association policies, and need to be observed to help junior sailors compete in major international events in those classes.

4.3 Race Officials Role at Junior Regattas

Race Officials have a significant role to play in ensuring the fairness of the competition and maintaining the confidence of the sailors, coaches and support teams.

Officials should take steps to break down the sometimes detached nature of being a regatta official, and not only administer the rules but also assist the sailors and their coaches by helping interpret the rules to contribute to the participants' enjoyment of the sport.

There is need for additional sensitivity in setting the tone of a junior regatta. It is important that sailors of all ages should be respected as individuals and not patronised.

Decisions and actions by officials can reinforce the need for good behaviour on and off the water and for taking penalties after knowingly infringing a rule.

Judges can also have a major impact on the future conduct of a sailor. Under no circumstances should sailors be allowed to feel that they will be allowed to “get away with” breaches of the rules – however minor – on account of their age. Strict and fair instruction at the start of a sailor’s career can have an important educational effect

4.4 Visibility

At junior regattas, race officials, especially judges or umpires, should focus on making themselves visible, accessible, and approachable by the sailors and their support teams. All the Race officials should be introduced at a coaches/sailors’ briefing so that sailors and their coaches can recognise them as the regatta progresses. It is also helpful for a list of judges, and if deemed helpful all other race officials (with photographs) be placed on the regatta notice board so that the identity of a particular official can be determined and contact arranged.

Particularly judges, but also other race officials, when they are ashore and not required for official duties, they should consider making themselves available to the sailors. This may involve visiting the boat park, in pairs, and being available for conversations with sailors, coaches or parents.

Circumstances permitting, it is recommended that more than one judge participates in discussions with sailors to avoid any perception of bias, conflict of interest and any other reason which may subsequently raise itself.

4.5 Communication With Sailors and Their Coaches

When speaking with sailors, use the sailor's name (ask if necessary). Also when explaining rules or interpretations with sailors, the judge or umpire should endeavour to use the vocabulary used in the rules and not change the language of the rules because the sailor is young. It is preferable, if available, to include the sailor's coach or parent in the conversation and ensure another judge or umpire is with you.

Sometimes it is more difficult for the measurer to be understood by the competitor and this is a case where the parent/coach must be present.

Particularly at junior regattas the race committee are often asked to explain when a competitor, who was scored OCS/BFD, was seen to be in front of the start line and how this was recorded. Similar to judges/umpires the race officer should endeavour to explain the circumstances in words appropriate to the rules but also add the other details he has and play either his digital recording or show the video of the start identifying the competitor.

If possible, the Organising Authority should have interpreters available at international events, as appropriate.

4.6 Protests

A significant area where the judges will interface with junior sailors is in the protest room. All sailors, but especially junior sailors, should expect a consistent and fair process, in a language they can understand.

The protest hearing should be formal, and the judges should be firm, respectful, and helpful to all participants.

Junior sailors may not have had previous experience in a formal protest hearing. The chairman should ensure that the parties, including their coaches, are informed of the processes that will be followed and if necessary clearly explain to the parties (and witnesses) the process, both initially and as the hearing proceeds. Asking at the start of the hearing if the sailors have experience in a protest hearing can be useful in deciding how to proceed.

To avoid misunderstanding, throughout the hearing and especially when communicating the facts found, conclusion and decisions, the judges should use the vocabulary of the rules. Judges should bear in mind that a younger sailor may not have a full understanding of the rules and procedures. For example, it may be appropriate to ask questions that use the definitions rather than the defined term. "Was your spinnaker ahead of the other boat's rudder?" may be a better question than "Were you overlapped?"

The need for one or more interpreter should be recognized and dealt with prior to hearings between sailors with no common language. Otherwise qualified parents, coaches and other team supporters may be used as interpreters

4.7 Observers

Observers at hearings should be encouraged at junior regattas. Besides coaches and parents being observers, it may also be beneficial for other sailors to observe the process (exclude any who will be a witness in the hearing). The chairman (or his designate) must make arrangements with the organising authority to have a room available that will accommodate the number of observers allowed. When the protest

committee secretary is scheduling the hearing, the parties should be made aware that observers are welcome.

The normal rules for observers will apply, and the observers should be made aware of these rules prior to the hearing starting

4.8 Use of the Protest Flag

Although the racing rules do not require a protest flag for boats under 6 metres (the size of most junior boats), certain Class Associations require that the protest flag be used, so sailors can learn the process (flag), and protested boats are more likely to know they may be subject to a protest and can take an alternative penalty. If a Class does not require a protest flag to be used a protest Committee cannot insist that a protest flag is used and the sailing instructions changed to bring a flag into play.

Class Associations of major junior classes including the Optimists, Sabots, Flying Ants, Flying 11, etc., sailed by sailors 15 and under have adopted policies on use of protest flags at major events. Other classes, e.g. Cadet and Laser 4.7 do not use protest flags

4.9 Reporting to the Race Committee At The Finish

It is helpful to the development of the sailors that they be the ones to decide on rule compliance on the course, and that the sailor decides whether to protest another boat or not. Certain Class Associations require that the sailing instructions contain the requirement (in addition to displaying a protest flag) that immediately after finishing the boat informs the Race Committee of their intention to protest and the boat protested. In their experience, this step is simple for a race recorder to deal with, and avoids the risk of coach prompted protests after the sailors return to shore. Other junior Class Association do not include such a requirement.

4.10 Arbitration

The use of arbitration at junior events should be encouraged. For a simple boat on boat protest, arbitration provides a process to resolve protests in a simpler manner and in less time. Interpreters must be provided as necessary to ensure due process, unless the arbitrator judge is bilingual.

Observers may be allowed, especially in cross-cultural settings, provided there is no risk that they will be witnesses in a subsequent hearing if the protest is sent back to the protest committee. Arbitration is less formal and therefore may be less pressure on the young parties.

4.11 Rule 42 and Appendix P

The use of judges on the water to monitor compliance with rule 42 should be encouraged at junior regattas. Not only does this help the sailors to understand the mechanics of rule 42 but the presence of judges on the water encourages compliance with other rules.

Apart from top level junior regattas, the Class/Organising Authority should consider changing the penalty for 3rd and subsequent penalties in accordance with Appendix L 14.4.. This assists the sailors in understanding what actions are prohibited by rule 42 and allows them to learn from their mistakes. Although the penalties of Appendix P may be relaxed at regattas by a change in the sailing instructions, the standard of Rule 42 compliance should not be relaxed and should be judged at a consistently high standard.

The judges must ensure that the Two-Turns Penalty (or retirement when required) is done correctly as described in rule 44.2. When a boat does not complete her penalty correctly she must be scored in accordance with Appendix P2.1. (i.e. DSQ).

Judges should make themselves available so that the sailors can discuss their actions that led to the penalty. On days with multiple races, the judges should, after completing their on-the-water judging duties, position their boats near the finishing so that competitors may find them.

On single race days, or after the last race of the day, the judges are best approached ashore before the protest hearings start. Judges must be able to explain the actions of the sailor and why the penalty was given. The judge should refer the rule that was broken and to any relevant ISAF rule 42 Interpretation. When the discussion is held ashore, after racing, the best practice is that one of the two judges from the boat, together with another judge from the team, discuss the penalty with the sailor. If the sailor has a coach or a parent present, that will usually make the situation easier for the sailor.

Before the racing starts the judges should be out on the course in their boats, visible to all the sailors. The judge boat(s) should be near the starting line so that all the sailors can see the judges are on the water and also identify the judge boats. This makes it easier for the sailors to find the judges if they wish to communicate with them.

4.12 Regatta Briefings

At the competitor's briefing the PRO/CHUMP/Chief Measurer/Protest Committee Chairman should decide who will introduce the following, as applicable to the event:

- Introduce and identify their discipline's officials;
- Make some positive comments about the club, the class and the regatta;
- State that the officials are there to serve the competitors, and that its prime role is to ensure fairness of the competition;
- Indicate the Protest Committee's intention to be afloat observing compliance with rule 42 and advise competitors when and how they can speak with judges or the protest committee;
- Remind sailors of the location of the official notice board and the location of the race office and protest hearing room;
- If arbitration will be used, briefly explain the process;
- Invite observers to protest hearings, as permitted in the rules;
- Advise sailors that foul or abusive language will not be tolerated;
- Request that support teams comply with any support boat instructions in the sailing instructions or other documents;
- Advise sailors that they can approach officials at any time (except when racing) on or off the water; and
- Remind sailors that sailing is a self policing sport, and their obligations under "Sportsmanship and the Rules".

For practical reasons (e.g. limited space, number of languages, class tradition.), normally only coaches will attend competitors briefings at large junior events. Clear instructions to coaches can facilitate good behaviour and rule observance by their sailors. It may be appropriate for available officials to attend the regular coaches briefing along with the

PRO and comment on rules observance and incidents, answer questions, solicit suggestions, and promote communications

4.13 Parents, Coaches and Club Support

Parents, coaches and club support are an important part of junior regattas and the development of junior sailing. Their involvement with the sailors should be acknowledged and supported within the bounds of fairness.

Younger competitors wanting to speak with an official should always be told that coaches and parents are welcome to join in the conversation, to assist the sailor in understanding the discussion

4.14 Support Boats

Support boats crewed by the sailor's support team are an important part of the safety routine at a regatta. Junior sailing would not be as strong as it is without these support structures. The movement and placement of support boats needs to be restricted, but can allow boats to move around the outside of the race area as long as they follow the limitations included in the sailing instructions and/or the coach boat regulations. For major events it is recommended that support boats be required to carry representatives of at least two different sailors or teams.

Should support boats fail to comply with the sailing instructions and the coach boat regulations, if applicable, the judges/umpires afloat maybe in a good location to remind the support boat of its obligations or note the identity of the coach boat, if they are busy policing the racing. It is best for the judges to avoid confrontation at the time and invite the boat's helm to meet with the judges/umpires at the protest room prior to the end of protest time that day, or if there is a gross breach to lodge a protest against the coach's associated competitors.

Not all young sailors will have support personnel on the water. The officials should ensure that they don't show favour or bias to any particular boats. Judge boats should not tow boats to the course area before racing, even though there is no wind. However, towing boats ashore after racing is acceptable so long as the judge shows no bias or preference to boats they give assistance, and provided that towing boats ashore is in response to a request from the race committee.

4.15 Rule 69 Gross Misconduct

It is important that all race officials recognise that in some cases it will be appropriate to conduct investigations and/or rule 69 hearings into allegations of bullying or abuse. If it is clear that there has been a one-off incident which can be dealt with under rule 69, then the protest committee should proceed in the normal manner with a hearing and impose the penalty it deems appropriate.

Any action beyond a warning must be reported under rule 69.2(d) to the national authority of the event location and competitor, if different.

A protest committee only has jurisdiction over the event in question from registration to prizegiving and any incidents immediately prior to or after it. It is not within the power of the protest committee to look into reports of misconduct that happened at other events, training camps, squad training etc.. Any such concerns should be reported to the appropriate national authority.

Any allegation of child abuse or neglect (no matter how or from whom received) must be referred to the event organising authority. It is important that the jury have some knowledge of the principles of the local laws and requirements for child protection. Some countries (AUS, USA and GBR for example) have very strict laws. Regardless of the extent of the local legislation the organizers should brief judges on the local protection laws.

Allegations of child abuse cannot be ignored. The appropriate local authorities must be notified promptly through the organising authority.

There may be occasions where the protest committee wishes to refer a matter to the local authorities but also wishes to carry on with its investigation into an alleged breach of rule 69. In these situations the protest committee must proceed with extreme caution and it is preferable that they take advice from the local authorities and the organising authority.

If it is clear that a reported rule 69 matter reported is not related to a separate allegation of child abuse/bullying, then the protest committee can proceed separately with the sporting misconduct complaint, if the local authorities are in agreement.

If the rule 69 investigation proceeds and results in a Hearing, there must be NO reference to the alleged child abuse/bullying.

If the local authorities are not in agreement, or they are not available, the protest committee should not proceed. It will always be open for the national authority to proceed under RRS 69.2 if the child protection matter is subsequently dropped.

The rationale is that it will not always be in the best interest of the young sailor, who chose not to report any suspected abuse, neglect or bullying, for a full rule 69 investigation to take place during a competition. At this time he or she is under pressure to perform, particularly where the alleged suspect is at the event.

The interviewing of children is best undertaken by trained personnel to in cases of alleged abuse, and most judges do not have such training. The worst case scenario that can result from an interview by an untrained person is that a race official, however well meaning and despite acting in good faith, could jeopardise a serious investigation.

4.16 Sailor's Ethics

It is often appropriate to remind young sailors of the behaviour standard that is expected of them in relation to the racing rules, and their relationships with other sailors. One national authority has produced a "Junior Sailors Ethical Guidelines" poster for display in sailing clubs and regatta venues. Protest committees have found the poster a convenient tool when dealing with behavioural matters at junior regattas.

The "Junior Sailors Ethical Guidelines" poster is available at:

<http://www.yachtingnz.org.nz/cmscontent.aspx?PageID=b23d1653-663d-4d5c-b09a-5eb7cec1f5fb>

4.17 Legal Obligations of Child Protection

The organizers of international events have an obligation, prior to the event, to inform members of the protest committee of all relevant local laws applicable to junior sailors at the venue. The chairman should address this with the organizers prior to the event

4.18 Outside Assistance

At a junior event with an experienced protest committee, the issue of safety on the water may make it appropriate for the sailing instructions to state that the penalty for breaking rule 41, Outside Assistance, is at the discretion of the protest committee. This can be helpful when, for example, a race committee or support boat has recovered and returned a crew member to a boat after falling overboard. Changing the penalty for such breaches of rule 41 permits the race committee or judges on the scene to promptly recover sailors without unduly interfering with the boat's race results. If protested, the officials performing the recovery will explain the incident to the protest committee, which may then impose no penalty or a penalty less than disqualification.

It is recommended that the Notice of Race and Sailing Instructions include the following:

Add to RRS 41: (e) help to recover from the water and return on board a crew member provided the return on board is at the approximate location of the recovery

4.19 ISAF Introductory Rules of Racing

In order to help newcomers to sailboat racing, ISAF have produced a one page set of Introductory Rules for Racing complete with some explanatory diagrams. The aim of the Introductory Rules for Racing is simple; make it as easy as possible for people to start racing. Consequently the Introductory Rules are as basic as possible, although they remain compatible with the principles and fundamental rules in The Racing Rules of Sailing (RRS). The Introductory Rules are being developed as part of Objective 2 of the ISAF Strategic Plan to encourage new entrants to racing and to ensure the rules are not a barrier to participation. ISAF intends that people of all ages can race using these rules without needing any knowledge of the full RRS.

The ISAF Introductory Rules of Racing are available at:
http://www.sailing.org/training/newtosailing/start_racing.php

4.20 Sailing Instructions

As much as possible, sailing instructions for junior regattas should be consistent (using Appendix L or LE) across events in matters that are not regatta specific. Regatta specific clauses include start times, description of marks, racing area, location of notice board and signals made ashore location. The sailing instructions should ideally be posted on the event website at least one week prior to the event. It is not in the interest of sailors to receive a multi-page document shortly before racing begins. Young sailors should not be expected to note the sometimes subtle changes in sailing instructions when the more important activity for the sailor at that time is to prepare for racing.

4.20.1 Changes to Sailing Instructions

For junior regattas, it may be appropriate to include the following specific sailing instruction clauses:

- Changes to Sailing Instructions (modifying L3)
- Changes to the schedule of races should be posted before the end of the protest time limit on the day before the change in schedule.
- The Start
- Boats whose warning signal has not been made shall avoid the starting area during the starting sequence for other races.

- Penalty System (modifying L14, Appendix L)
- Use the modified version in L14.4 which is recommended for junior events.
- Protests and Requests for Redress (modifying Appendix L16)
- If required by policies of the Class Association or the organizers, require all boats - regardless of length to fly a protest flag when protesting.

If required by policies of the Class Association or the organizers, require that a boat intending to protest shall, immediately after finishing, in addition to the requirements of rule 61.1(a), inform the Race Committee boat at the finishing line of her intention to protest and give the identity of the boat(s) being protested. The Race Committee should note such reports on its results log.

Unless this is detailed as a requirement in the class rules, either directly in the Sailing Instructions or by inclusion on Event Rules from the class that the Notice of Race/ Sailing Instructions includes as rules for the event – it does not apply and if the requirement is written in the class rules it is not valid.

4.20.2 Support Boats (modifying Appendix L 23)

Except when participating in rescue operations, team leaders, coaches, parents and other support personnel shall stay outside areas where boats are racing from the time of the preparatory signal for the first fleet to start until all boats have finished or retired or the Race Committee signals a postponement or an abandonment of all fleets. The areas the boats are racing is defined as the area inside the course and within xx metres (to be fixed by the Race Committee pre-regatta) of any mark, lay line, starting line, finishing line or any area where any boat that is racing is sailing or may sail.

The Organizers should circulate a *safety* plan to support boats in case an emergency arises. The coaches or team leader meeting is a good opportunity to discuss the safety plan.



Section 5

Misconduct

| Contents | Page |
|--|-------------|
| 5.1 Introduction | 5 /2 |
| 5.2 When should rule 69 be used | 5 /2 |
| 5.3 Who is subject to rule 69.1 | 5 /2 |
| 5.4 Types of behaviour justifying a rule 69 hearing | 5 /3 |
| 5.5 Who may make a report | 5 /3 |
| 5.6 Form of Report | 5 /3 |
| 5.7 Who should the report be lodged to | 5 /3 |
| 5.8 Reports lodged with organizing authorities/clubs/other authorities | 5 /4 |
| Appendix A – Examples of Gross Misconduct | 5 /5 |

5.1 Introduction

All race officials, competitors and other personnel are entitled to be treated with fairness and respect and it is important that these principals are upheld. The purpose of Rule 69 is to have a rule which deals with a competitor who may have committed a gross breach of a rule, good manners or sportsmanship, or may have brought the sport into disrepute.

5.2 When should rule 69 be used

The sport should not tolerate bad behaviour, and action under rule 69 is a potent way of dealing with this problem. Turning a blind eye to misconduct only serves to damage the enjoyment of those who behave properly, which in turn puts people off participating in the sport.

It is the responsibility of all race officials to deal with misconduct in an appropriate and timely manner.

If in doubt, it is better to call a hearing under rule 69, and find an allegation unsubstantiated, than not to call a hearing at all.

5.3 Who is subject to rule 69.1

A 'competitor', which means the person in charge of a boat under rule 46 and any crew member.

Rule 69.1 does not apply to other people (such as coaches or parents and other persons associated with a regatta), even if associated with a competitor, but their behaviour can be reported directly to the club, class association or MNA. A MNA can hold an investigation under rule 69.2(a).

5.3.1 The jurisdiction of the protest committee under rule 69 extends from the time competitors arrive at the venue until they depart.

If the competitor can readily be associated with the event, or if there is brawl in a public place between competitors, or if several competitors join together in bad behaviour, then the protest committee can take action. The important question is whether the behaviour of the competitors can reasonably be said to be associated to the event or to the sport.

When a club or event receives a complaint from someone who is not associated with the event about the behaviour of one or more competitors, this indicates that a connection has already been made and the sport in general (and the event in particular) may have been brought into disrepute.

Misconduct occurring after the end of the event, possibly even away from the event location, could be considered under rule 69 if satisfactory association to the event is established.

5.4 Types of behaviour justifying a rule 69 hearing

All behaviour must be considered in context – some types of behaviour should be treated as 'zero-tolerance' issues, others (such as bad language) require consideration of the context and nature of the event.

It is for the appointed protest committee to consider this however – what one race official perceives as acceptable may be regarded by others as clear misconduct. The same applies to competitors and a competitor from one culture may consider the actions or language of a competitor from another culture, on the race area or elsewhere extremely offensive.

Examples (which are by no means exhaustive) are included in Appendix A on page 5 of this section.

All competitors must be treated equally.

Any decision on a competitor's future racing is for the MNA and ISAF, if the MNA takes further action, to make.

5.5 Who may make a report

A report can be lodged by any person (who need not be a competitor). This can include:

- the race committee, or one of its members;
- the protest committee, or one of its members;
- spectators;
- passing cruising boats;
- local residents;
- the host club (if not already the organizing authority); or
- organisers or competitors of another event.

5.6 Form of report

There is no definition of the form a report must take. It may be a written or oral complaint. However, it is preferable that the report is put into writing.

5.7 Who should the report be lodged to

If a protest committee has already been appointed, then the report should be lodged with it.

However, the protest committee should involve the organizing authority at the earliest opportunity, as the hearing might better be conducted by a different or strengthened protest committee. It is for the organizing authority to appoint the protest committee who will conduct any rule 69 hearing, unless an international jury has already been appointed for the regatta.

If an international jury has been appointed, then the report should be lodged with this body and it would be the suitable body to conduct a hearing.

If no protest committee has been appointed, the report should be lodged with the organizing authority, which should then appoint a protest committee. Once appointed, the protest committee should be given the report to consider.

5.8 Reports lodged with organizing authorities/clubs/other authorities

If a report is lodged with the organizing authority, club or race committee, there is no obligation on it to refer it to a protest committee. However it is firmly recommended that they do so.

It may be appropriate for a report also to be lodged with the host club or another authority (such as a class association) for action under their own disciplinary processes.

Action under rule 69 does not preclude action by a club or other body and vice versa. However the powers of a club (which will likely include the suspension or removal of membership) are unlikely to be powers available to the protest committee.

At an event organised by a club or a class, it may be prudent and helpful for the protest committee chairman to inform a senior officer (for example a Flag Officer or responsible member of the class committee) of a potential rule 69 hearing. A constructive dialogue between race officials and the club/class is important to maintain at all events: the club/class may be able to give important background information and inform the committee of the class' disciplinary ethos.

It may be that the protest committee considers that the misconduct is best left to the club or class to deal with under their own disciplinary procedures. The committee must be confident that the club or class will take real steps to address the misconduct, as once the event ends, it will be unable to go back and investigate if matter has not been dealt with.

It must be borne in mind that it is inappropriate to discuss the specifics of a case with anyone outside the protest committee. The committee should also be wary of being told too much about the background of the competitor as this may lead it (inadvertently) to consider irrelevant information during a hearing.

A competitor can be subject to a rule 69 hearing for matters after the event, i.e. a competitor that unfairly criticises the race officials etc. on public forums after the event that brings the sport into disrepute. When the protest committee has already left the regatta site and a report alleging a breach of rule 69.1(a) is received the race committee or organizing authority may appoint a new protest committee to proceed under this rule. When similar issues apply before the event the protest committee should deal with the allegation on site.

For rule 69 procedures please refer to the Judges Manual.

APPENDIX A:

EXAMPLES OF GROSS MISCONDUCT

- 1) Engaging in any unlawful activity (e.g. theft, assault, criminal damage)
- 2) Engaging in any activity which brings the sport into disrepute
- 3) Bullying, discriminatory behaviour and intimidation
- 4) Physical or threatened violence
- 5) Deliberate damage or abuse of property (including a boat)
- 6) Deliberately disobeying the reasonable instructions of event officials
- 7) Repeated breaches of rule 2
- 8) Inciting others to break rule 2
- 9) Deliberately breaking a racing rule with the intention of gaining an advantage
- 10) Deliberate interference with another competitor's equipment
- 11) Repeating a measurement offence (intentionally or recklessly)
- 12) Lying to a hearing
- 13) Other forms of cheating such as falsifying personal, class or measurement documents, entering a boat known not to measure, missing out a mark to gain places etc.
- 14) Foul or abusive language intended to offend*

Bad language (including that not directed towards an official) has to be judged in this context. If you are uncomfortable with the language being used, then action should be taken. It is quite proper for clubs and organisers to make clear before an event that the use of inappropriate language will lead to rule 69 action. If the organisers have made this statement, then the protest committee should be prepared to enforce the standards expected. Clubs and event must set and improve their own standards.

Foul and abusive language towards race officials should be considered as dissent and forwarded to the protest committee for possible rule 69 action.



SECTION 6

Dealing with the Media

| Contents | Page |
|---|-------------|
| 6.1 Introduction | 6 /2 |
| 6.2 Definition | 6 /2 |
| 6.3 ISAF's approach to the media | 6 /2 |
| 6.4 What to do and what not to do when talking to the media | 6 /2 |
| 6.4.1 Do | 6 /3 |
| 6.4.2 Do not | 6 /4 |
| 6.4.3 Understanding how journalists work | 6 /4 |
| 6.4.4 Keeping a record of press contacts | 6 /5 |

6.1 Introduction

In this day and age where television, newspaper and internet media aim to gather news and show/publish this virtually immediately, more pressure is being laid at the feet of race officials to provide statements on what has happened during the racing or what appears *on the surface, to be controversial* decisions by the race management, umpires or jury.

Very few race officials have been exposed to dealing with the media and based on this it was decided to include a small section which gives guidance to race officials and the notes they need to take.

6.2 Definition

Reference to media in this section refers to all types of personnel ranging from journalists writing stories for printed press and internet press to reporters producing material to broadcast on television, radio and digital media.

6.3 ISAF's Approach to the Media

The approach ISAF have to the media is that the key objectives of ISAF's media programme are to:

- Promote and develop interest and participation in all types of sailing.
- Reinforce sailing as an attractive lifetime sport with a positive image that has a global reach and is universally accessible, fun and diverse.
- Promote the role ISAF plays in managing, running and developing the sport of sailing.
- To achieve this we provide relevant, interesting and varied content through our own media communications channels and work directly with sailing and other media.
- Build long-term relationships with journalists and increasing ISAF and sailings visibility through positive media coverage is important in helping to achieve these objectives.

With this approach in mind race officials should aim to follow the guidelines laid out in the following paragraphs and ensure that race officials must be mindful when they talk to the media, if it goes badly, it affects the ISAF brand.

At the initial race officials meeting each discipline should appoint a media spokesperson who is the sole person authorised to speak at media interviews or answer questions relative to that discipline. If there is a press conference all the discipline media spokespersons should be present and identified by a name plate in front of them.

6.4 What to do and what not to do when talking to the media

Remember the vast majority of media contact will be perfectly straightforward. The following guidelines should cover most situations that the race official should experience and apply to direct approaches at events or if a journalist makes contact my phone or email and will help race officials to avoid some of the difficulties you might experience in these situations.

6.4.1 Do

Try to get as much information from the media representative(s) as you can, to help both them and yourself. This can include:

- their name,
- what broadcaster, website, newspaper or magazine they are working for,
- who their audience is,
- what information they want to know,
- when their deadline is (in the case of a journalist making contact outside of an event),
- why are they producing the story/feature,
- how much information do they need (short news story or a feature?).

Offer yourself as a source of information and comment only on your area of ISAF expertise/responsibility.

If you have time constraints, tell the media representatives at the very beginning, e.g. hearings shortly starting. Similarly, ask them if they need to leave by a certain time.

Take time to educate the media representatives on a particular subject if necessary. This may well mean they come back to you in the future.

If you can, put together two or three newsworthy views/items on your subject

Prepare for any negative issues that could come to light.

Wherever possible choose somewhere to talk to the media representatives that is quiet with no interruptions and where you feel relaxed and comfortable.

Be concise. If a media representative is writing down what you are saying, they are more likely to get it wrong if you talk quickly or at length. If you are being interviewed for the broadcast media (television, radio, internet) short 'yes'/'no' answers are not very interesting and if you talk for too long people lose interest.

Be positive, passionate about sailing. Your positive attitude will reflect in what is broadcast or what a journalist writes.

Use language that you would like to hear or see in print and attributed to you.

Be natural and be yourself.

Always be calm and courteous, even if you feel angry or frustrated or if the media representative is rude.

Broadcast interviews need to be interesting/entertaining. Talk about the interview with the media representatives first to get a feel for the type of interview they want and discuss the questions with them before you start.

If you are asked a question about something you are not comfortable answering:

- In a broadcast interview simply say you cannot comment, but do not do this to all questions.
- For print and web interviews say that you cannot comment but will arrange for a suitable person to contact them. Be honest, if you do not know an answer say you will get back to the media representatives as soon as you can or will get someone to get in contact.

In a pre-recorded broadcast, web or print interview, if you are unsure if you have understood a question properly, repeat the question to the journalist in your own words to make sure that they have explained it properly.

It is all right to ask if you have answered the question adequately, but not if it is a live broadcast.

In pre-recorded broadcast interviews, it is alright to stop and ask to start again if you make a mistake.

Make a record of the contact

6.4.2 Do Not

Do not make exaggerated claims. Media representatives will always try to substantiate all claims.

Do not assume that the media representative understands the event/situation/issue as well as you do. Find out at the start what their level of knowledge is so you can give the appropriate amount of detail.

Do not say anything you do not want to see in print or broadcast. The safest rule is to regard everything you say as 'on the record', in other words will be printable or capable of being broadcast. Treat any 'off-the-record', you do not wish it to be printed or broadcast with extreme caution. Never say anything off-the-record unless you have a long-standing relationship with the media representative and have proven evidence that you can trust them. Even if you ask not to be quoted, there are no guarantees, especially if what you say is interesting or negative.

Do not go talk about aspects that you are not involved in at ISAF only talk to them about subjects you are involved in. Tell the journalist you will get the appropriate person to call back if they want to discuss a different subject.

Never make deliberately misleading statements, even to get out of a difficult situation.

Never let your guard down, even if you feel you are getting on well with the media representative.

If there is a silence, do not feel that you need to fill it. Journalists often use this as a tactic to extract more information than you want to give.

6.4.3 Understanding how journalists work

Be aware of the journalist's deadlines. If you need to get back in contact with the journalist or need to get someone else to contact them make sure you know what their deadlines are and get back in contact as quickly as possible.

Journalists generate news. Always try to present your points in an interesting way that is relevant to the context of the event/situation/issue.

Journalists like facts, figures, and interesting comments to quote in their stories, so where possible try to have some ready.

If you are being interviewed for broadcast media the journalists has to make the interview entertaining as well as interesting. They will work with you as it reflects badly on them if the interview does not go well.

Do not ask to see a draft of an article before it is printed. This infringes on the journalist's independence. A useful tactic to remember is, if the story is very technical or covers a topic that the journalist is unfamiliar with, then you can ask to see it under the pretext of offering to check the details for them.

Some journalists use tape recorders since they are more accurate than notes. This is nothing to worry about.

End the meeting by thanking the journalist and giving them telephone numbers where they can contact you and/or the ISAF media team in future.

6.4.4 Keeping a record of press contacts

Please send on the following details to newseditor@isaf.com when you have spoken to a journalist so we can keep a record of our media exposure.

- Name of the journalist
- Name of the publication
- Date of contact
- If freelance, which publication are they writing for
- Any follow up needed

If you need help contact:

Malcolm Page – ISAF Chief Marketing Officer

malcolm.page@isaf.com

Tel: +44 (0) 2380 635 111

Daniel Smith – Website and Media Co-ordinator

newseditor@isaf.com

Tel: +44 (0) 2380 635 111

Skype: [daniel.smith237](https://www.skype.com/people/daniel.smith237)