

Guidelines for completing the IM Reference Form

2019

- **For each overall category, please check**
 - **either end box (IM Standard or NM Standard) of the check mark row, or**
 - **a check mark in between the end boxes, or**
 - **the Don't Know check mark.**
 - **Write Comments / areas for improvement / Special strengths for each overall category (refer to detailed criteria).**

Performance Assessment Criteria:

IM Standard end	You have evidence that the candidate meets or exceeds the criteria listed below. Add your observations about special strengths and particular areas where the candidate would benefit from improvement. List any exceptional qualifications.
NM Standard end or Check mark in between the ends	You have evidence that the candidate does not meet completely some of the criteria listed below. Record this on the form with a mark on the check mark row, but not at the IM Standard end; you can use the check marks in between the ends to mark how close to, or how far away from IM standard the candidate's performance is. Such a mark in any category means that the candidate is not yet on IM level, and the IMSC should reject or give special consideration before recommending this candidate for appointment as IM. Explain in detail and add your observations as to particular areas where the candidate would benefit from improvement.
Don't know	You have insufficient evidence to form a considered judgment. You should still provide any observations about the candidate's performance.
Note	All marks, comments and suggestions must be shared with the candidate before the form is submitted. For all comments and suggestions, refer to the detailed criteria below. The question under Overall Assessment must be answered.

1. Class Rules Knowledge & Understanding

1. Did the candidate demonstrate good class rules knowledge and a proper understanding of their application?
2. Was he able to read technical specifications and drawings and understand their intent and communicate it to others?
3. Did he recognize the class objectives and rules in a realistic way?
4. Did the candidate demonstrate an awareness of proper measurement techniques and how to use templates and checks to meet the class needs?
5. Did the candidate have a clear understanding of the definitions?
6. Was the candidate able to identify infractions and possible measurement grey areas?
7. Did the candidate demonstrate a willingness to accept the rules as written (also including NoR and SIs?)

2. Communication & Team Management

1. Does the candidate speak and understand English?
2. Is the candidate a good listener, taking into account fellow measurers opinions and observations?
3. Does the candidate use internationally acceptable terminology?
4. Did the candidate demonstrate proper use of protocols and show the ability to work well with the Organizers?
5. Was the candidate able to clearly describe what he needed the team to accomplish, both afloat and ashore?
6. Was the candidate able to manage the people and workflow to keep the measuring moving well and avoiding or fixing bottlenecks?
7. Is the candidate able to communicate clearly and calmly with fellow-measurers, competitors and organizers?

3. Organizational Skills

1. Was the candidate involved and helpful at generating the NORs, SI's and amendments and announcements?
2. Did the candidate understand the process required for measurement and have good input as to work flow and staffing processes & procedures?
3. Did the candidate manage the process well on a moment by moment basis so that volunteers were not wasting time and effort?
4. Did the candidate ensure that the competitors' time was not wasted waiting for measurement?
5. Did the candidate set up a process to have the competitors measure at designated times?
6. Did the candidate contribute meaningfully to the measurement processes?
7. Having expressed an opinion, was the candidate willing to accept the decision of the team?

4. On-the Water Equipment Checks

1. Did the candidate demonstrate proper positioning on the race course for the equipment inspections?
2. Was the candidate sensitive to wash, wake and windage?
3. Was an appropriate criteria set and approved by the Jury for On Water Checks?
4. Were checks carried out safely and expeditiously?

5. Temperament & Behaviour

1. Is the candidate willing to learn and accept changes?
2. Does the candidate accept Rules and cases and comply with World Sailing's code of conduct?
3. Is the candidate willing to work within a team?
4. Does the candidate keep calm under stress, and is he able to make timely & accurate decisions?
5. Is the candidate open minded and does he accept the point of view of others?
6. Is the candidate empathic with competitors, but treats all measurement team matters as highly confidential?

7. Is the candidate able to maintain good relations with measurers, organizers and race committee?
8. Is the candidate cordial and polite, but keeps appropriate distances from competitors, coaches and team leaders?
9. Does the candidate have respect for other people's property equipment, yachts, etc.?
10. Does the candidate have appropriate dress code at all times (on the water, in measurement area, socially after work)?
11. Does the candidate abstain from alcohol until the work of the day is done?
12. Does the candidate refrain from unauthorized communication with the media?
13. Does the candidate demonstrate lack of prejudice to all competitors - either negative or positive?

6. Physical Fitness

1. Is the candidate able to spend long days in hard conditions standing / working around measurement tables etc.?
2. Is the candidate able to spend long days on the water in small boats in hard conditions?
3. Is the candidate mobile enough to transfer between small boats afloat in moderate conditions?
4. Does the candidate have any impairment that could affect his accepting a position as an IM?

7. Comments not covered above

Please feel free to add any comments you think are appropriate to help the candidate and the IMSC make a proper decision.



Guidance for the IM Recommendation

Do not complete a Reference Form an event that is not 'Principal'. If it is not Olympics, World or European Championships, please ask the IMSC for advice first.

If you have a close personal or family relationship or financial association with the Candidate you should decline to provide a recommendation for the Candidate, since you would have a Conflict of Interest in doing so. Please notify the World Sailing office before you arrive at the event to determine whether another source of recommendation could be arranged at the event.

Advice on conducting an Assessment

- Under the current regulation it is only necessary for a candidate IM to have 1 completed reference form. Therefore you should always maintain a high level of quality in your assessments. If you have any doubt about a candidate you should raise your concerns with the candidate and document them on the form.
- In order to improve the quality and consistency of the assessment you should try to select (with care) other relevant people to assist you in making the assessment.
- If you involve other people (this could include Organizers or Class Officials) in the assessment, please indicate on the form those who have contributed.
- If the event is long enough, discuss daily with the others involved in the assessment process. This will help identify areas which should be developed and permit the candidate the opportunity to learn and improve during the event. It will also permit you to give the candidate specific opportunities. If you do this please give them the opportunity to prepare beforehand.
- The contents of this form must always be shared with the candidate IM. This is a tool to help a candidate develop towards being a better candidate. Often the assessment process provides an assessor with the opportunity to reflect on their own performance and can be an aid to personal development for all involved. This should not be seen as a stressful or negative process.



World Sailing
20 Eastbourne Terrace
London W2 6LG
United Kingdom

Tel: + 44 (0)2039 404 888

www.sailing.org

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