Guidelines for completing the IRO Reference Form

2019

World Sailing

sport / nature / technology
For each section of the form, mark either “IRO Standard”, “Not yet IRO standard” or “Don’t know”.

Please keep the following in mind:

• You should have been a World Sailing Race Official (preferably an International Race Officer) at the event for which the reference is being provided, and you must have seen the applicant working on the water.

• If you have a close personal or family relationship or financial association with the applicant, you should decline to provide a reference for the applicant, 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 reference could be arranged at the event.

• Only complete one reference form per applicant

<table>
<thead>
<tr>
<th>IRO Standard</th>
<th>You have evidence that the race officer meets the majority of the criteria listed below. It does not need to be expanded in the form. However, presenting any particular strengths and qualities of the race officer will be appreciated by the RMSC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not yet IRO standard</td>
<td>You have evidence that the race officer does not meet some of the criteria listed below. Marking this means that, in your opinion, the race officer does not meet the qualification expected from International Race Officer. You do not need to include comments, but presenting any particular areas in which the race officer would be improved will be appreciated by the RSMC.</td>
</tr>
<tr>
<td>Don’t know</td>
<td>You have insufficient evidence to present a considerable judgement. Reasons been given.</td>
</tr>
</tbody>
</table>

Criteria to be considered for each section:

1. Rules Knowledge & Application
   1. Demonstrates proper rules knowledge, part 3 in particular, and their proper application.
   2. Accepts World Sailing’s rules and cases and complies with World Sailing’s code of conduct.
   3. Understands definitions affecting his work (abandoning, finishing, mark, postponement, racing, rule, start and zone).
   4. Follows World Sailing’s standards for sailing instructions.
   5. Properly adapts wind limits and rule 42 on/off for specific classes.

2. Leadership
   1. Gives orders in a clear manner and adequate voice.
   2. Conduct the team with authority but respecting all members.
   3. Helps team members when necessary.
3. **Management of Race Committee**
   1. Collects the race committee member’s opinions and views.
   2. Is able to maintain adequate communication and proper relations with Race Committee members.
   3. Follows punctuality.
   4. Properly delegates all duties.
   5. Applies a daily working plan.

4. **Racing area management**
   1. Understands race committee procedures.
   2. Sets the course and its format properly.
   3. Presents consistency during the regatta.
   4. Follows World Sailing’s standard procedures.
   5. Knows security and rescue procedures.
   6. Is able to work with GPS.

5. **Observation**
   1. Pay attention on weather forecasts.
   2. Focus on wind shifts and strength during the race.
   3. Understands local factors influencing the race.
   4. Compensate starting line and course for currents and tides.
   5. Set an adequate course (length and format) for prevailing conditions and class characteristics.

6. **Communication**
   1. Is able to communicate in English especially using standard race management terminology.
   2. Is able to communicate clearly with competitors and organizers.
   3. Communicates decisions and reasons.
   4. Demonstrates proper VHF using skills.

7. **Temperament and Behaviour**
   1. Is able to cope with stress making accurate decisions.
   2. Is able to maintain good relations with organizers, judges and media.
   3. Is cordial and polite, but keeps appropriate distances from competitors, coaches and team leaders.
   4. Presents appropriate dress code at all times (on the water, in the office and socially after work).
   5. Abstain from alcohol until the work of the day is done.

8. **Physical Fitness**
   1. Is able to spend long days on the water even in small boats and bad conditions.
   2. Mobility adequate for transferring between boats afloat in moderate conditions.
   3. Is able to participate and contribute in meetings after long days on the water