

Guidelines for completing the IU Reference

2019



Please mark the applicant in the following way:

- **For each overall category mark (1) one of the ends (IU Standard or NU Standard) of the check mark row, or (2) a check mark in between the ends, or (3) the Don't Know check mark.**
- **Write Comments / Needs for improvement / Special strengths for each overall category (refer to detailed criteria).**

IU Standard end	You have evidence that the candidate meets the criteria listed below. Add your observations about special strengths and particular areas where the candidate would benefit from improvement.
NU standard end or Check mark in between the ends	You have evidence that the candidate does not meet some of the criteria listed below. Record this on the form with a mark on the check mark row, but not at the IU Standard end; you can use the check marks in between the ends to mark how close to, or how far away from IU standard the candidate's performance is. Such a mark in any category means that the candidate is not yet on IU level, and the IUSC is unlikely to recommend that this candidate be appointed as IU.
Don't know	You have insufficient evidence to form a considered judgement. This may happen when the number of matches is insufficient or the matches observed do not have enough incidents. 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.

Performance Assessment Criteria:

1. Observation

Observes relevant issues, avoids other issues when these are distracting, and has a good overall understanding of own boats, other boats in the race, and other races.

1. Identifies their boats 95% of the time.
2. Spots competitor activities: flags, penalties, breakdowns, arm signals and hails.
3. Observes relevant race committee actions: start sequence, recalls, course changes.
4. Observes other umpire boats and adjusts position and signals accordingly.
5. Observes when other umpires need assistance.
6. Does not comment on irrelevant issues for own boats or others.

2. Communication

Communicates effectively with fellow umpire and others involved in a race.

1. Speaks English at umpire speed.
2. Understands English at umpire speed.
3. Uses standard umpire terminology.
4. Communicates clearly and calmly with fellow umpires.
5. Communicates clearly and appropriately with competitors and other race officials.
6. Listens to and takes account of fellow umpire's opinions and observations.
7. Gives and receives communication with other umpire/wing boat.
8. Speaks the key facts and rule transitions concisely as they occur.
9. Predicts and states when appropriate standard racing manoeuvres and most likely option 80% of the time.
10. Communicates decisions and reasons, only stating facts/rights/obligations when relevant.

3. Rules: Application and Decisions

Applies rules, cases and calls correctly and makes timely, accurate and consistent decisions on the water.

1. Has a clear understanding of relevant definitions.
2. Identifies right-of-way boat and basic obligations and opportunities 95% of the time.
3. Recognises and applies the principles of rule 15 and 16.
4. Identifies when rule 17 applies and interprets proper course correctly.
5. Calls incidents at marks correctly and recognizes when rule 18 turns on and off.
6. Identifies obstructions and boundaries and when rule 19 turns on and off.
7. Understands rule 42 and penalises when appropriate.
8. Proposes a decision promptly after a rule is broken.
9. Calls and processes multiple incidents occurring in rapid succession or at the same time.
10. Clearly describes incidents after racing from the umpires' perspective and explains any calls made.
11. Demonstrates good knowledge of rules, cases and calls both afloat and in discussions and debriefings.
12. Makes correct calls even when working with less competent umpires.

4. Boat Driving and Positioning

Drives the umpire boat well and consistently, maintaining a good position to call incidents.

1. Operates powerboats appropriate to the discipline. First preparation, leaving/returning to mooring/dock, going to and returning from the course safely, transferring personnel safely.
2. Follows the basic position plan and principles, modifying when appropriate.
3. Correct position to make decisions 90% of the time.
4. Smooth transition between scenarios.

5. Maintains correct positioning even while signalling a penalty.
6. Rapid, but safe, response when out of position.
7. Minimum level of interference and no unnecessary wash, but not to the detriment of making correct decisions.
8. Anticipates possible manoeuvres and drives proactively (not reactively)

5. Procedures

Complies with World Sailing procedures and code of conduct.

1. Understands *World Sailing* procedures and code of conduct for umpires.
2. Is well prepared both ashore and afloat.
3. Handles competitor-initiated and umpire-initiated penalties correctly.
4. Proper use of radio, including procedures and response to calls.
5. Understands and applies protest committee procedures.
6. Understands and applies procedures for damage, black flag and other competition rules.
7. No unauthorised communication with the media.

6. Temperament and Behaviour

Has the temperament and behaviour expected of an International Umpire.

1. Accepts *World Sailing* rules, cases, calls and policies.
2. No alcohol until the work of the day is done.
3. Is a team player and pulls own weight within the team.
4. Keeps to time.
5. Responds in a timely manner to pre- and post-event communication.
6. Has respect for other people's property and treats accordingly.
7. Consciously minimizes any adverse environmental impact of the sport.
8. Establishes and maintains good relations with fellow umpires, competitors, organisers and Race Committee.
9. Helps less competent umpires positively both afloat and ashore.
10. No prejudice to any competitors, either negative or positive.
11. Works well under pressure.
12. Is willing to learn, accepts change and has a positive attitude to feedback from others.
13. Handles post-race de-briefings in a manner that encourages learning and improvement.

7. Physical Fitness

Is able to spend long days afloat in small boats in bad conditions and maintain focus.

1. Mobility adequate for transferring between small boats afloat in moderate conditions and able to stand in good position to umpire.
2. Hearing, eyesight and voice adequate to function as an umpire.
3. Participates and contributes in meetings and debriefings after long days on the water.

8. Experience and Activity

Has experience to become/serve as an international umpire.

1. Has umpired at an adequate number of high-level and lower level events.
2. Is familiar with the types of sailboats that are typically used for umpired racing.
The criteria below are primarily for assessment of existing IUs
3. Is umpiring at an adequate number and appropriate level of events every year.
4. Has experience as a chief umpire or “lead” umpire.



Guidance for the Chief Umpire

The candidate's request for a reference form includes the request to submit the reference to World Sailing. Once the reference is requested, neither the candidate nor the Chief Umpire may decide to not submit the completed reference. If the Chief Umpire decides that there is inadequate information to evaluate the candidate, then the reference would be submitted and marked as an "incomplete" reference.

Please complete **at the event** and discuss it with the candidate before so that it arrives no later than 4 weeks after the event has finished. Please **do not** complete a reference form retrospectively as this undermines the teaching nature of the process.

If you have a close personal or family relationship or financial association with the Candidate you should decline to provide a reference for the Candidate, since you would have a Conflict of Interest in doing so. A reference completed more than 4 weeks after the event cannot be considered for an IU application. It also undermines the teaching nature of the process.

Advice on conducting an Assessment

Under the current regulation it is only necessary for a candidate IU to have 3 completed reference forms that support appointment as an IU. 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 senior IUs on the team to assist you in making the assessment. If you involve other umpires in the assessment, please indicate on the form those who have contributed.

If the event is long enough, discuss daily with the other umpires 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.

The contents **must always be shared** with the candidate IU. This is a tool to help a candidate develop towards being a better umpire. 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.

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