

## Class Rule Changes Procedure

**To request approval of a class rule change the procedures below shall be followed under consideration of World Sailing Regulation 10.11.**

### **1) Submitting Class Rule Changes Request:**

- a) Class Rule Changes Requests shall be submitted to a staff member of the World Sailing Technical and Offshore department or to [technical@sailing.org](mailto:technical@sailing.org)
- b) The request shall include the requirements set in Regulation 10.11.2 :
  - the changes required;
  - a statement of the reasons for requiring the change;
  - a certificate that the changes have been duly approved by the class/owner association; and
  - the date when the changes are to take effect (see 2).
- c) To fulfil the requirements outlined in Regulation 10.11.2. and ensure a timely process of the request an updated version of the Class Rules in word format, tracking all changes required, shall be provided and the provided templates shall be used:
  - the Class Rule Changes Template to clarify the 'changes required';
  - the Reasons Template for the 'statement of the reasons for requiring the change'.
- d) It is recommended to submit an endorsement of the changes by an International Measurer, to ensure that the suggested changes have been reviewed considering ERS terms and Standard Class Rule Format.
- e) If the Class Rules Front page has not been updated since 2017, the following additional items shall be submitted;
  - a photo of the Class's equipment, preferably not showing a certain manufacturer or sponsor. The Class has to be Copyright holder of the picture or provide a statement from the right holder allowing for its use.
  - the Class Logo as .jpeg, .png or similar file, preferably without a background or white background.

### **2) Confirmation of Documents**

The Class will receive a confirmation as soon all items above have been received in correct order. After an initial review of the required workload a preliminary submission date to provide the changes to the Equipment Rules Sub-Committee (EQRSC) for their review will be communicated.

### **3) Review Class Rule Changes:**

The initial review will be carried out by the World Sailing Technical and Offshore Department. Class Rules will be reviewed considering the following;

- a) correct use of the templates;
- b) consensus of the suggested amendments with the given reason;
- c) correct use of ERS terms;
- d) conflict of ERS terms with the intention of the change or other definitions in the class rules;
- e) control if additional changes were included in the submitted class rule document not stated in the changes document;
- f) placement of the changes in the correct section of the class rules; and
- g) formatting in compliance with the Standard Class Rule document (Class Rules which are not in the SCR format might require extended review times).

After review by the Technical and Offshore department, class rule changes will be submitted to the EQRSC. Classes will receive a confirmation when the documents are submitted to the EQRSC.

### **4) Class's Confirmation**

After the submitted changes have been reviewed by all parties, the class will receive the finalised documents to confirm the changes. The class is responsible for reviewing the Class Rules as well as the Class Rules Changes document to confirm all requested changes have been considered in the correct way.

### **5) Publication**

After confirmation by the class the updated Class Rules and Class Rule Changes document will be uploaded to the World Sailing Website and all international Measurers will be informed.

*Please note:*

*Differently submitted requests will not be considered. If items are missing they will be requested by the office, leading to extended processing times of the requested changes.*