



# World Sailing

## World Sailing International Umpires Seminar

Last update: March 2012

## **General Information:**

### **INSTRUCTIONS AND PROCEDURE**

1. The host Member National Authority shall complete the application form and, after consulting with WS about seminar dates, forward it to the WS office as soon as possible.
2. A WS Umpiring Seminar must be held in conjunction with a Match, Team or Fleet Racing event. The Seminar must include a minimum of two days classroom instruction, including the WS written test, followed by a minimum of three days on-the-water umpiring at an event, where participants may undertake a formal Performance Assessment

The event should normally be a Grade 2 or 3 event for Match Racing (never a Grade WC or a Grade 1 event) or a similar level for Team and Fleet Racing.

Although the minimum number of days on the water is three it is recommended to extend this to four days as this gives the attendees better possibilities to complete a successful performance assessment.

3. The seminar must be open to attendees from other nations than the hosting national authority.
  4. Candidates who wish to attend a WS International Umpiring seminar should either have a current appointment as a national Umpire or have attended a WS Match Racing / Team Racing / Fleet Racing Clinic. It is required that they have experience of umpiring at national level.
4. The seminar will be given in the English language.

### **World Sailing shall:**

1. Appoint two WS Seminar Instructors. The main Instructor shall not be from the host nation.
2. Pay the travel expenses and instructor fees for both instructors.
3. With adequate notice, publish the details of the seminar on the WS website.
4. Determine the seminar programme with the WS Seminar Instructor. Details of the programme will be given to the host member national authority and the organizers as soon as possible.
5. Receive the examination results, the assessment forms and a seminar report from WS Seminar Instructors.
6. After the seminar send a letter to all attendees thanking them for their participation and enclosing the appropriate letter stating whether the test

and/or the assessment was passed or not (also copy of letter to each attendee's national authority).

**The Host Member National Authority shall:**

1. Appoint a local instructor and coordinator (may be the same person) to assist the WS Seminar Instructors.
2. Pay travel expenses, accommodation and meals for the local coordinator/instructor.
3. Provide and pay for airport transport, meals and accommodation for both of the WS Seminar Instructors.
4. Provide packages with meals (other than lunch and coffee breaks) and accommodation to attendees and determine the cost of this to individual attendees.
5. Provide classroom facilities and classroom training equipment. As a guide, the following are standard requirements for a seminar:
  - Data projector for a computer
  - Internet access
  - Magnetic white board
  - Instructor's table and chair
  - Use of a photocopier (**high capacity, effective. Black & White and colour when required**)
  - Plenty of photocopying paper
  - Powerful stapler
  - Desk space for each delegate
  - Notepaper and pencil
  - Water throughout
6. Determine covers the cost of the seminar attendance fee. It is suggested that the attendance fee also cost of the seminar instructors' meals and accommodations.
7. In cooperation with the instructor(s), provide each attendee with links for downloading the relevant documents.
8. Offer air travel packages to attendees, if available, to encourage attendance. If not available, attendees are to make their own flight arrangements

9. Determine the final registration date in conjunction with WS a maximum number of attendees (between 8 - 12).
10. Supply WS with the above details for WS Website preferably at least 3 months in advance of the seminar.
11. If needed to increase attendance, in addition to WS circulations, also circulate details of the seminar along with registration forms. One copy of any circulation is to be sent to the WS office;
12. Liaise with the WS instructors in developing the daily seminar itinerary to coordinate meal times, etc.
13. Receive the registration forms directly in order to compile an attendees' list, and send that to WS Secretariat and the instructors as soon as possible.
14. Assist with queries about details of accommodation, hotel location, etc. and collect attendance fees (each attendee is solely responsible for payment of attendance fees to the host member national authority).
15. Supply the WS with a list of attendees prior to the seminar including updates. The list must show name, full address including country, telephone and fax numbers (including country code) and email addresses.
16. Make payment to WS in advance, whenever possible, for any orders of WS publications.