June 26

Procedure for World Sailing Class Association Status Applications

1. Purpose

This protocol establishes the process for the submission, review and consideration of applications for World Sailing Class Association status.

The protocol is intended to provide a clear and transparent application process whilst supporting the implementation of Regulation 15 and Policy D1.

Note: For the purposes of this protocol, references to any World Sailing committee, sub-committee, working group, department or office include any successor body or function designated by World Sailing to undertake the relevant responsibilities.

2. Overview of the Application Process

Applications for World Sailing Class Association status follow a staged process from submission to final consideration by the General Assembly.

The process is designed to:

- confirm that the application form, fee and initial supporting information have been received;
- review international activity and global distribution requirements before further review work begins;
- coordinate the review of the constitution, Class Rules, technical documentation and Class Agreement requirements; and
- provide a clear route through the Equipment Committee, Board and General Assembly.
- provide an indicative timeline to assist applicants, the World Sailing Office and the relevant committees in planning and managing the application process

2.1 Application Process

The application process consists of the phases shown below. Each phase is described in the following sections of this protocol.

✓ **Application Phase**
- Application Submission
- Office Completeness Review
- Initial Eligibility Review

- ✓ **Formal Review Phase**
  - Formal review
  - Recommendation
- ✓ **Governance Approval Phase**
  - Equipment Committee Recommendation
  - Board Recommendation
  - General Assembly Decision

Indicative Application Process

Applications progress through the following phases before a final decision by the General Assembly.



Timings are indicative only and may vary depending on the circumstances of each application.

2.2 Application Timing

Applications may be submitted at any time during the year.

As a general guide, applicants should allow approximately six months for the application to complete the review process and be ready for governance consideration. This period may be shorter or longer depending on the completeness of the application, the quality of the supporting documentation, the complexity of the review and the responsiveness of the applicant.

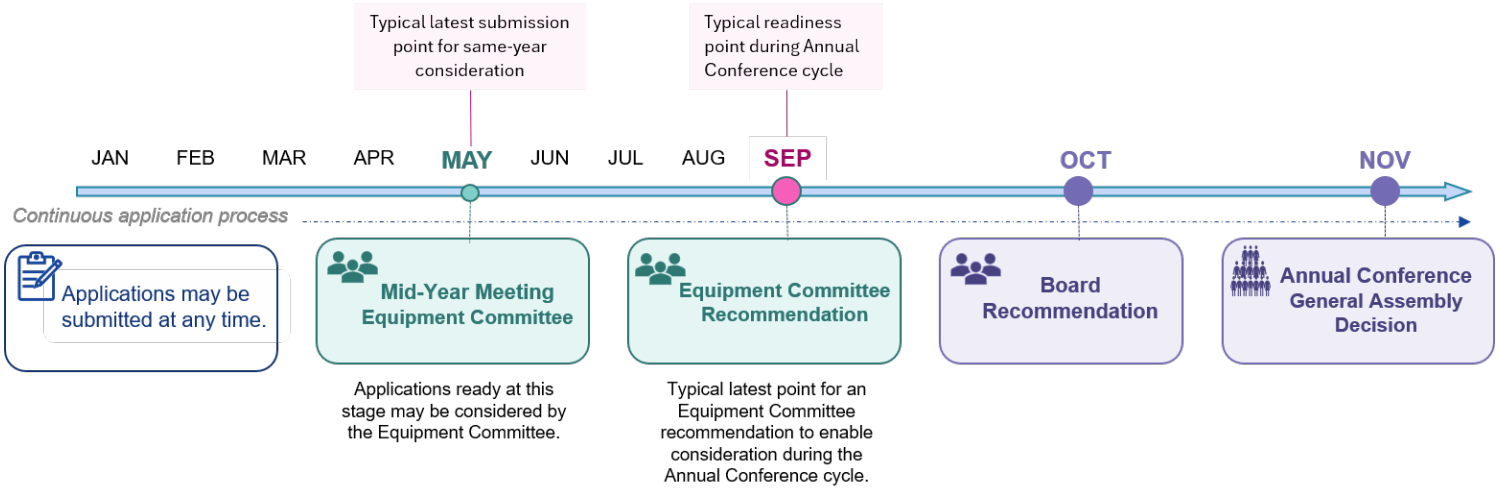
Final consideration by the General Assembly normally takes place during the World Sailing Annual Conference in November.

In a typical Annual Conference cycle, an application would normally need to be ready for Equipment Committee consideration by late September in order to progress to the Board and then to the General Assembly.

As a practical guide, applications submitted after **1 May** would normally be expected to progress within the following Annual Conference cycle. This assumes that applications submitted before that date are complete and progress through each stage without significant requests for further information or amendments.

Submission of an application does not guarantee consideration within a specific Annual Conference cycle. Applications that are not ready in time may continue into a subsequent governance cycle.

Typical Annual Conference Cycle



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3. Application Phase

An application for World Sailing Class Association status shall be submitted using the World Sailing Application Form and shall be accompanied by the applicable application fee.

The World Sailing Application Form identifies the information and supporting documentation required to enable the application to be reviewed against the requirements of Policy D1. Applicants may submit additional supporting information where they consider it appropriate.

During the Application Phase:

- the World Sailing Office confirms that the application is complete and that the required documentation has been submitted;
- the Application Review Group (ARG) undertakes an Initial Eligibility Review of the evidence supporting the class's international activity and global distribution; and
- applications that satisfy these initial requirements proceed to the Formal Review Phase.

Where further information is required, the applicant will be notified, and the application will remain in the Application Phase until the requested information has been received.

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4. Formal Review Phase

The Formal Review Phase commences once the Application Phase has been successfully completed.

During this phase, the application is reviewed by the World Sailing Office, together with the relevant World Sailing sub-committees and committees responsible for the different elements of the application.

Reviews are normally undertaken in parallel. However, where a material issue is identified in an earlier review area, World Sailing may defer other parts of the review until the applicant has confirmed how it will be addressed.

The Formal Review Phase consists of the following reviews.

Constitution and Governance

The Governance Committee reviews the applicant's Constitution. The review may result in acceptance, requested amendments or a request for further information.

Where the Governance Committee identifies material concerns with the applicant's Constitution or governance, those concerns will be notified to the applicant at the earliest opportunity. World Sailing may pause further review of the Class Rules, Building Specifications or other technical documentation until the applicant has confirmed in writing that the required changes will be addressed.

Class Rules

The Equipment Rules Sub-Committee reviews the Class Rules against the World Sailing Standard Class Rules template and the Equipment Rules of Sailing. The review may result in acceptance, requested amendments or a request for further information.

Building Specifications and Technical Documentation

The World Sailing Office reviews the Building Specifications, Measurement Protocols and any other technical documentation required to support the application. Where Building Specifications are confidential, a Non-Disclosure Agreement may be required before documentation is submitted.

Class Agreement

The World Sailing Office prepares the Class Agreement with the applicant, with the World Sailing standard agreement as the basis. Class-specific provisions may be included where appropriate. Where the Class Agreement remains subject to finalisation, the principal commercial terms, including any applicable fees, should normally be agreed before the application proceeds to the Board. The agreement must be finalised and signed before the application proceeds for final approval.

ARG Recommendation

Once all reviews have been completed, the ARG considers the outcome of each review and determines whether the application is ready to proceed to the Equipment Committee.

The ARG may recommend that the Equipment Committee:

- supports the application;
- supports the application subject to specified conditions; or
- defers consideration pending completion of further work or information.

The ARG recommendation, together with the outcomes of the individual reviews, is submitted to the Equipment Committee for consideration.

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5. Governance Approval Phase

The Governance Approval Phase commences once the ARG has submitted its recommendation to the Equipment Committee.

Equipment Committee

The Equipment Committee considers the application, the supporting documentation and the ARG recommendation.

The Equipment Committee may:

- recommend the application to the Board;
- recommend the application subject to specified conditions; or
- defer consideration pending completion of specified actions.

Where a recommendation is made subject to conditions, the completion of those conditions will be coordinated through the World Sailing Office before final consideration by the General Assembly.

Where consideration of an application is deferred, the application will return to the Formal Review Phase until the matters identified by the Equipment Committee have been addressed.

Board

Where recommended by the Equipment Committee, the Board considers the application and determines whether to recommend the applicant for World Sailing Class Association status to the General Assembly.

Where a recommendation is made subject to conditions, the completion of those conditions will be coordinated through the World Sailing Office before final consideration by the General Assembly. This includes completion of the Class Agreement, where required.

General Assembly

The General Assembly considers the Board recommendation and determines whether to grant World Sailing Class Association status in accordance with the World Sailing Constitution and Regulations

6. Inactive Applications

Where no substantive progress has been made on an application for a prolonged period, World Sailing may close the application file following notice to the applicant.

Closure of an application file shall not result in a refund of any application fee already paid.

The applicant may subsequently request reactivation of the application or submit a new application, subject to any requirements applicable at that time.