

# Race Official Roles, Qualifications and Competences

Application Document for  
World Sailing International  
Race Officials

February 2020

## Introduction

This document defines the process applied by World Sailing (WS) when appointing international race officials. It also describes the role of race officials in the different disciplines as well as the qualifications and competences required for appointment.

WS appoints international race officials in the following disciplines:

- **International Classifier (IC)**
- **International Expression Judge (IEJ) – will be included later**
- **International Judge (IJ)**
- **International Measurer (IM)**
- **International Race Officer (IRO)**
- **International Technical Delegate (ITD)**
- **International Umpire (IU)**

The application and appointment processes are specified in WS regulation 31.

This document first provides the process and requirements to qualifications and competences that are common for all disciplines. Then there is for each discipline listed above a section with the specific requirements for that discipline.

The requirements of the individual disciplines refer to “principal events”. Tables of principal events are given in each discipline’s section.

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# 1 All World Sailing Race Officials

This section provides the process and requirements to qualifications and competences that are common for all World Sailing Race Official (WS-RO) disciplines.

## 1.1 Processing of Applications

The process for the appointment of all WS-ROs will be as follows:

- a an application on the official form must be sent to the WS Executive Office by the date stated in regulation 31;
- b all ancillary documents must be sent to the WS Executive Office by 23:59 UTC on October 13 in the year of application;
- c for a candidate for first appointment, the applicant's name will be sent to the candidates' MNAs for endorsement (to be received by the deadline specified in 1.1(b)). Any comments received will be sent to the candidate and they may make representations to WS if they wish;
- d the application file and all comments will be sent to the sub-committee or working party that is administering the discipline, and that body will make a formal recommendation to the Race Officials Committee (ROC) concerning appointment; and
- e the ROC will decide on recommendations for appointment at its meeting in October / November on the year of application or later if required.
- f The deadlines stated in 1.1 a) and 1.1 b) are hard deadlines and any delay will lead to automatic rejection of the application.
- g The 4-year period -to be referred to as "**Designated Period**"- for all required qualifications shall be from 14 October 2016 to 13 October 2020 (inclusive). Where a test is required to be passed, the date it is considered to be passed is the date it was taken, even if the result was communicated to the candidate on a later date.

## 1.2 General Qualifications Required

A candidate for first appointment or re-appointment as a WS-RO shall have complied during the Designated Period with the following requirements:

- a satisfy the general competences for WS Race Officials set out in item 1.3 below; and
- b satisfy the specific qualifications and competences for the relevant discipline set out in the relevant section below.

## 1.3 General Competences Required

A candidate for first appointment or re-appointment for any discipline shall:

- a have racing experience;
- b have a sufficient knowledge of the RRS and a detailed knowledge of the rules, manuals and other requirements and publications relating to his discipline;
- c be proficient in the English language and have the skills to communicate both with other race officials and with competitors on matters relating to his discipline;
- d display the temperament and behaviour expected of a WS Race Official at an event;
- e have the health and physical capacity to fulfil the requirements of his discipline;
- f have the observation skills necessary to perform the duties of his discipline;
- g agree to support the policies of WS and further its objectives, rules and regulations;
- h have sufficient eyesight and hearing, natural or corrected, at a level to enable him to carry out the duties of his discipline; and
- i be able to contribute to the development of the programme relating to his discipline.

## 1.4 General Guidelines Regarding Principal Events

- a Although there is no specific definition of a principal event, this document will assist first time applicants and applicants for re-appointment with a better understanding as to which of their events will be considered as principal events. Officials from the more isolated areas around the

globe struggle to receive invitations to events outside their Group or MNA, especially prior to becoming certified WS-ROs. With this in mind WS's ROC looks at a broad scope of events to define the experience needed for first time appointment or re-appointment of our officials. Each committee will always consider exceptions when evaluating an application.

- b** A principal event for the purposes of appointment of race officials is an event that gives the official a level of experience they can be expected to encounter when appointed as an International Race Official and at the same time there will be events which can allow the official to bring their high level of experience to all levels of racing.
- c** those events listed in the World Sailing regulations as 'WS Events', 'Major Events', 'Special Events' and 'Recognized Events', would be principal events unless specified differently in each discipline's section below.
- d** An applicant for re-appointment (judges, measurers, race officers, umpires) may include as a principal event, one composed of two L2 events, one L2 and two L3 events or three L3 events. Only one such substitution is permitted per application
- e** WS-ROs are encouraged not only to seek high level events, but to also provide their skills and knowledge at other, non-principal events, in the hope that their expertise will be of benefit to national race officials and other less experienced officials. The inclusion of L2 and L3 events in an application should facilitate this.

## 2 International Classifier (IC)

This section provides the qualifications and competences required for appointment as International Classifier (IC).

### Role of International Classifiers

- 2.1** An International Classifier is conducting the following activities at an event:
- a** classifies sailors according to the current PWS Functional Classification Manual. This includes medical, anatomical, and physiological analysis of the sailor's capabilities, performance assessment through standardized tests and observation on the water during competition;
  - b** advises on, inspects and approves assistive devices used by sailors during competition;
  - c** manages Classification protest hearings to resolve disputes about a sailor's classification; and
  - d** informs the Race Committee if a sailor or team is ineligible to compete.

### Specific Qualifications Required

- 2.2** A candidate for first appointment and re-appointment as an International Classifier shall have complied during the Designated Period with the following requirements:
- a** is a qualified medical practitioner, or physiotherapist or appropriate allied health professional; who is currently licensed to practice or retired from practice;
  - b** has attended a recognized Para WS International Classification Seminar;
  - c** has sat and passed the WS examination for the discipline in accordance with WS regulation 31.12;
  - d** has signed accepting the Code of Conduct;
  - e** has classified in the capacity of Trainee (National) Classifier at:
    - (i) two recognized WS events, and
    - (ii) has experience in classification in Para Sailing recognized equipment
  - f** has obtained two completed and positive International Classifier reference forms, from an International Classifier who have served at an event with the candidate
- 2.3** A candidate for re-appointment as an International Classifier shall, in addition to the requirements for first appointment excluding items b), e) and f), have complied during the Designated Period with the following requirements:
- a** included within the application, a letter of support from the WS Head of Classification and one of the following event officials:
    - i) Jury Chairman
    - ii) Principal Race Officer
    - iii) WS Technical Delegate
  - b** has classified at two recognised World Sailing events with experience in a majority of Para WS equipment;

### Principal Events

All events listed on the World Sailing Para Sailing Calendar are recognised events for functional classification. The full list can be located at the following link:  
<https://www.sailing.org/sailors/disabled/disabled-events.php>

## Specific Competences Required

### 2.4 Technical competences

- a** demonstration of knowledge and application of the current Para-Classification Rules for World Sailing, the IPC Classification Code and its associated International Standards including the Code of Conduct; the current World Anti-Doping Code and the current Prohibited List
- b** familiarity with the different boats used for Para WS championships; and
- c** demonstration of appropriate communication skills when evaluating sailors with disabilities

### 2.5 Non-technical competences:

- a** uphold the confidentiality of classification details during and after the regatta;
- b** be polite, courteous, open-minded, and patient with colleagues, competitors, regatta officials, support persons, and hosts;
- c** respect cultural differences in colleagues, competitors, regatta officials, support persons, and hosts;
- d** maintain appropriate relationships with competitors and support persons at events; and
- e** declare any conflict of interest before accepting an event classification invitation. (See WS regulation 34);

### 3 International Expression Judge (IEJ)

This section provides the qualifications and competences required for appointment as International Expression Judge (IEJ).

It will be published at a later point in time.

## 4 International Judge (IJ)

This section provides the qualifications and competences required for appointment as International Judge (IJ).

Terminology: in this section and the corresponding table with principal events, the term 'fleet racing event' refers to an event where all protests in the vast majority of races were heard and decided in accordance with RRS Part 5, while the term 'umpired fleet racing event' refers to an event where the vast majority of protests were decided by umpires on the water.

### Role of International Judges

**4.1** An International Judge is conducting the following activities at an event:

- a** deciding on protests and requests for redress;
- b** deciding on conflicts between NoR and SIs;
- c** enforcing RRS 42 on the water (when Appendix P applies); and
- d** deciding on RRS 69 Hearings.
- e** ensure good communication with competitors and coaches,
- f** liaise with:
  - (i) the Technical Delegate, when appointed;
  - (ii) the chief measurer or chief equipment inspector, to be aware of any measurement issues;
  - (iii) the race officer, to anticipate any difficult rule situations linked to race management;

### Specific Qualifications Required

**4.2** A candidate for first appointment as an International Judge shall have complied during the Designated Period with the following requirements (System 1):

- a** attended a WS International Judges Seminar, with good participation and positive references from the IJ Instructors;
- b** sat and passed the WS examination for the discipline in accordance with Regulation 31.12;
- c** served as a member of a protest committee for at least four principal fleet racing events. At two of these events the candidate shall have been a member of an International Jury (not umpired fleet racing events). One of these four event shall have been outside the candidate's Group (Groups A-H) or Member National Authority (Groups I-Q); and
- d** obtained at least three complete reference forms, with the most recent three confirmed as IJ Standard, from the relevant jury chairmen. A reference Form from an event without any protest or request for redress hearings is not a complete reference form. Any item marked on the reference form as below IJ Standard means that automatically the overall assessment is below IJ standard, regardless of what is marked on the overall assessment. At least one of the three most recent forms confirmed as IJ Standard shall be from an IJ Instructor or an IJ grouped as Chief or Lead. This person may have been the Jury Chairman or a member of the IJ for the event (current list available in the current Guidelines for Completing the IJ Reference Form from 2018 and on [www.sailing.org](http://www.sailing.org)) Only one reference form per event will be accepted. A reference form completed more than 4 weeks after the event cannot be considered for an application.
- e** further inquiries by the IJSC or the ROC into the candidate's functioning shall show positive competencies and comportsment appropriate for appointment as an International Judge.

**4.3** A candidate for re-appointment as an International Judge shall either comply during the Designated Period with the requirements of System 1 (as above) except for item (d), or System 2 (as follows):

- a** sat and passed the WS re-examination for the discipline in accordance with Regulation 31.12; and
- b** served as a member of a protest committee for at least eight principal events, six of which shall be fleet racing events. At no less than four of these eight events the candidate shall have been a member of an International Jury. At least two of these eight events shall have

been outside the candidate's Group (Groups A-H) or Member National Authority (Groups I-Q). Only two Umpired Fleet racing, Match Race or Team Race events may be used if the candidate was a member of an International Jury

- c Reports received from a Chairman of an International Jury where the judge served and from any assessment shall show competencies and comportment at the level of an international judge; and and compliance with the World Sailing Code of Ethics and Code of Conduct for Race Officials; and.
- d further inquiries by the IJSC or the ROC into the judge's functioning shall indicate competencies and comportment as required by an International Judge.

### Principal Events

Fleet Racing Dinghies	Fleet Racing Keelboats	* Match Racing	* Team Racing	* Umpired Fleet Racing
<p><b>Principal event</b></p> <p>Olympic Games</p> <p>International Class Worlds and Continentals</p> <p>Grade 200 and 100 Olympic Classes events</p> <p>National Championship with 50+ entrants (min. 3 days)</p> <p>Youth Olympic Games</p> <p>Youth Worlds Regional Games</p>	<p><b>Principal event</b></p> <p>Volvo Ocean Race</p> <p>International Class Worlds and Continentals</p> <p>International Race Weeks (min. 4 days)</p> <p>National Championships with 30+ entrants (some flexibility depending on class)</p> <p>A high level event which has an IRO and international jury on site, min 4 days, 30+ entrants (some flexibility depending on class)</p>	<p><b>Principal event</b></p> <p>World Championships</p> <p>America's Cup</p> <p>Grade 1 &amp; 2</p>	<p><b>Principal event</b></p> <p>World Championships</p> <p>US National Team Race Championship</p> <p>US University Championships</p> <p>British University National Championships</p> <p>British Open Team Racing Championship</p>	<p><b>Principal event</b></p> <p>World Championships</p> <p>Umpired fleet racing event with a high level of competition (min 3 days)</p>
<b>L2</b>	<b>L2</b>	<b>L2</b>	<b>L2</b>	<b>L2</b>
<p>2 day National Championship (50+ entrants)</p> <p>National Championship of less than 50 entrants (min 3 days)</p>	<p>Events which have a large number of boats but only 1 or 2 races (50+ entrants)</p> <p>2 day National Championship 30+ entrants (some flexibility depending on class)</p> <p>International Race week of less than 4 days 30+ entrants (some flexibility depending on class)</p> <p>Umpired Fleet Racing (Medal Races a full day)</p>			
<b>L3</b>	<b>L3</b>	<b>L3</b>	<b>L3</b>	<b>L3</b>
<p>Regional event with a large number of boats (more than 100 and min 3 days)</p>	<p>Regional event with a large number of boats (more than 100 and min 2 days)</p>			

### Notes

This table is for guidance only.  
 If an applicant is unsure of the level of an event to include in an application, please contact IJSC. The number of days mentioned in the table is the number of racing days

Two Umpired Fleet Racing events may be included in an application for re-appointment but only one event that is composed of two L2s can be included.

Some events are experimenting with different forums for making protest decisions such as email, video conferencing and telephone conferencing. Whilst the stature of these events are recognized, only one event where the jury members are not physically present may be included in an application as a principal event and that event shall have an international jury as well as video conferencing. All the other criteria must be met.

\* Event must have an International Jury

\* Event cannot be used for first IJ application

## Specific Competences Required

### 4.4 Technical Competences

- a Working knowledge of the RRS, the WS Regulations, or any other applicable rules or regulations of the host organisation.

### 4.5 Non-technical Competences

- a to uphold the confidentiality of protest committee deliberations during and after the regatta
- b to be polite, courteous, open-minded, and patient with colleagues, competitors, regatta officials, team officials, coaches, and hosts;
- c to respect cultural differences in colleagues, competitors, regatta officials, team officials, coaches, and hosts;
- d to maintain appropriate relationships with competitors and support persons at events
- e to declare any conflict of interest before accepting a protest committee invitation. (See WS regulation 34);

## 5 International Measurer (IM)

This section provides the qualifications and competences required for appointment as International Measurer (IM).

The appointment is made for a specific Class or Rating System. A Rating System, except where otherwise stated, shall be deemed to have the status of a Class.

### Role of International Measurers

- 5.1** An International Measurer is conducting the following activities at an event:
- a** prepares the measurement/inspection facilities, setting up the required tools and equipment;
  - b** trains and then leads the measurement/inspection team;
  - c** oversees the measurement/inspection process; and
  - d** as member of the event's Technical Committee, protests any class rules infringements.
  - e** liaise with the Technical Delegate, when appointed
- 5.2** An International Measurer can be involved with the following activities not related to events:
- a** hull prototype measurements and other class-related functions in accordance with regulation 10.5(g).

The above list is not restrictive; see also the WS Measurer's Manual.

### Specific Qualifications Required

- 5.3** A candidate for first appointment as an International Measurer shall have complied during the Designated Period with the following requirements:
- a** attended a WS International Measurer's seminar;
  - b** have intimate knowledge of the relevant Class rules and the ERS;
  - c** sat and passed the WS examination for the discipline in accordance with regulation 31.12;
  - d** acted as an Equipment Inspector in at least two principal events of the Class he is applying for;
  - e** obtained one class endorsement form from the relevant WS Class or, for Rating Systems, by the relevant WS Rating Class Association, and
  - f** obtained one completed and positive International Measurer reference form from an International Measurer who has served at a principal event (L1) with the candidate. A reference form completed more than 4 weeks after the event cannot be considered for an application.
- 5.4** A candidate for re-appointment as International Measurer shall have complied during the Designated Period with the following requirements:
- a** have intimate knowledge of the relevant Class or Rating System rules and the ERS;
  - b** acted as an Equipment Inspector in two principal events; at least one of these events shall be with the candidate acting as Technical Committee Chief or Deputy. One of the events shall be of the Class he is applying for. As an alternative, one of the events may be substituted by one hull prototype measurement of the Class he is applying for; and
  - c** obtained one class endorsement form from the relevant WS Class or, for Rating Systems, by the relevant WS Rating Class Association.
- 5.5** An International Measurer applying for first appointment to an additional Class shall have complied during the Designated Period with the following requirements:
- a** have intimate knowledge of the relevant class rules and the ERS;
  - b** acted as an Equipment Inspector in at least two principal events of the Class he is applying for; and
  - c** obtained one class endorsement form from the relevant class association or, for Rating Systems, by the relevant WS Rating class.

## Principal Events

WS Classes	IRC (as agreed with Class)	ORC (as agreed with Class)
<b>L1 (Principal events)</b>		
<p style="text-align: center;"><b>Single-class <sup>(2)</sup></b></p> <p style="text-align: center;">Class Worlds <i>(includes junior etc. events if inspection level is as at senior Worlds)</i></p> <p style="text-align: center;">Class Continentals</p> <p style="text-align: center;"><i>(if inspection level is as at Worlds)</i></p> <p style="text-align: center;"><b>Multi-class <sup>(3)</sup> Olympic</b></p> <p style="text-align: center;">Games &amp; Test Event</p> <p style="text-align: center;">Paralympic Games</p> <p style="text-align: center;">Youth Olympic Games</p> <p style="text-align: center;">Regional Games (Pan Am, Asian, Mediterranean)</p> <p style="text-align: center;"><i>(if inspection level is higher than event limitation marking)</i></p> <p style="text-align: center;"><b>Other Major International Events</b></p> <p style="text-align: center;">Volvo Ocean Race <sup>(8)</sup></p>	<p style="text-align: center;">RORC Commodores' Cup</p> <p style="text-align: center;">Phuket King's Cup</p> <p style="text-align: center;">Maxi 72 Rolex World Championship</p> <p style="text-align: center;">IRC Worlds</p> <p style="text-align: center;">IRC Europeans</p>	<p style="text-align: center;">ORC Worlds</p> <p style="text-align: center;">ORC Europeans</p> <p style="text-align: center;">Copa Del Rey</p> <p style="text-align: center;">Swan Cup</p>
<b>L2 Events (only for re-appointments) <sup>(5)</sup></b>		
<p style="text-align: center;"><b>Multi-class <sup>(4)</sup></b></p> <p style="text-align: center;">Olympic Games &amp; Test Event Chief Measurer/Inspector</p> <p style="text-align: center;">Sailing World Championships Chief Measurer/Inspector</p> <p style="text-align: center;">Regional Games (Pan Am, Asian &amp; Mediterranean) Chief Measurer/Inspector</p> <p style="text-align: center;"><i>(if inspection level is higher than event limitation marking)</i></p>		
<b>L3 Events (only for re-appointments) <sup>(5)</sup></b>		
<p style="text-align: center;">WC Chief or Deputy Measurer/Inspector</p> <p style="text-align: center;">SEA Games or similar Chief Measurer/inspector</p> <p style="text-align: center;"><i>(if inspection level is higher than event limitation marking)</i></p> <p style="text-align: center;">WS Class National Championship with 30+ entrants and two days or more of pre-event measurement <sup>(6)</sup>(7)</p>		

### Notes

- (1) If a candidate is unsure about the level of an event he wants to include in his application, he should consult with the IMSC first. If a particular Class wishes to add another L1 event, it may be done with the agreement of the IMSC but always depending on the inspection level and type of event.
- (2) The candidate shall have been a member of the measurement/inspection team.
- (3) The candidate shall have been a member of a class-specific measurement/inspection team.
- (4) The candidate was not involved with a specific class measurement/inspection (i.e. overall chief inspector).
- (5) An event substituted by a number of L2 and L3 events cannot count as the candidate's own Class event as per item 5.4(b).
- (6) The IMSC reserves the right to amend the required number of entrants, taking into account the Class characteristics
- (7) The IMSC reserves the right to allow only those championships that produce a detailed report of the inspection with photographic evidence.
- (8) The candidate shall have been appointed to the Technical Committee of the edition of the Volvo Ocean Race held in the 4 years prior to 14 October in the year of application. Such an appointment counts as equivalent to 2 L1 events, as listed in 5.4 (b)

## Specific Competences Required

### 5.6 Technical competences

- a Working knowledge of the relevant Class Rules and related documents such as additional specifications etc., the ERS, RRS, the WS Regulations, or any other applicable rules or regulations of the host organization.
- b Team management/leadership/communication skills.
- c Measurement tool and related equipment handling skills.

### 5.7 Non-technical competences

- a uphold the confidentiality of inspected equipment details during and after the regatta;
- b be polite, courteous, open-minded, and patient with colleagues, competitors, regatta officials, support persons, and hosts;
- c respect cultural differences in colleagues, competitors, regatta officials, support persons, and hosts;
- d maintain appropriate relationships with competitors and support persons at events; and
- e declare any conflict of interest before accepting an event measurer/inspector invitation. (See WS regulation 34);

More detailed description can be found in the WS Measurer's Manual and the IM seminar presentation hand-outs

## 6 International Race Officer (IRO)

This section provides the qualifications and competences required for appointment as International Race Officer (IRO).

### Role of IRO

#### 6.1 Overall

The title of "International Race Officer" is awarded by World Sailing to persons who meet the criteria set out in the World Sailing regulations 31. Their role (title) in an event could be the following in according to the World Sailing Race Management Manual and the Race Management Policy:

- a** Principal Race Officer (PRO) responsible for the overall race management where there are multiple courses.
- b** Course Representative (CR) appointed by World Sailing, an MNA or Class Association to oversee the work of a race committees on a single course area
- c** Course Race Officer (CRO) a local race officer responsible for the race management team on a single course area.
- d** Deputy Race Officer (DRO) a local race officer working with the Course Race Officer on the race committee signal vessel
- e** Assistant Race Officer (ARO) a local race officer, usually on the start pin vessel, or finish vessel working closely with the Course Race officer
- f** International Technical Official (ITO) World Sailing appointment other than PRO or CR at World Sailing events.

When an International Race Officer is the person in charge of the race management of the event the primary responsibility is to ensure that the competition is run according to the standards of WS and classes involved.

The role of the International Race Officer will vary according to the makeup of the race management team.

International Race Officers bring additional experience and expertise to an event. The tasks include, but are not limited to, those listed in the three sub-sections below.

Normally, (a), (b) or (c) is the final decision-maker over any race management related questions or disputes concerning the conduct of the competition.

#### Before the event

- a** supervise any race management aspects in the agreement with the organizing authority,
- b** gain an overview of all aspects of the race management, including but not limited to race areas, classes involved, race committee equipment and event personnel,
- c** advise and assist on the specification and technical aspects of the competition,
- d** consult and assist in the appointment of local race officers, deputies, assistant race officers and other race committee members,
- e** consult the format of competition and the schedule for the event where appropriate,
- f** consult the rules and regulations for the event (including notice of race, sailing instructions and any other race documents),
- g** consult and approve event documents related to race management,
- h** advise and approve the specification of all race committee vessels,
- i** advise and approve the race management equipment required to deliver the event,
- j** consult and advise of any race committee volunteer programme,
- k** consult results delivery software.

## During the event

- a** arrive before the event in order to assist and approve final preparations of the race management team,
- b** ensure that the race officers act as a coordinated team,
- c** ensure good communication with competitors and coaches,
- d** chair daily meetings of the race management teams,
- e** chair the race committee,
- f** liaise with:
  - (i) the Technical Delegate, when appointed, and local race officers to ensure that WS race management policies and best practice are implemented;
  - (ii) the chief measurer or chief equipment inspector to be aware of any measurement issues;
  - (iii) the jury chairman to anticipate any difficult rule situations linked to race management;
- g** consider necessity and consequences of any changes to race documents before approving and publishing,
- h** ensure that results are published in a timely and adequate manner,
- i** in general, remain aware of any issues affecting the smooth and fair running of the races and to take action accordingly.

## After the event

- a** Send the Race Officer Regatta Report for WS office, including recommendations for the event in future.
- b** Give other written feedback which may be useful to WS, event organisers and other parties involved.

## Specific Qualifications Required

- 6.2** A candidate for first appointment as International Race Officer shall have complied during the Designated Period with the following requirements:
- a** attended a WS Race Management Seminar;
  - b** have knowledge of matters affecting the safety of competitors in respect of race management;
  - c** sat and passed the WS examination for the discipline in accordance with Regulation 31.12;
  - d** served as Race Officer responsible for the management of the races on the water (that is, Course Race Officer (CRO) or Course Representative (CR)) at the following events:
    - (i) four principal events. Notwithstanding this requirement, a candidate may count no more than two events in a 4 year period where the role was an International Technical Official (ITO) on the race management team at the Olympic Games, Paralympic Games or Youth Olympic Games, or as Principal Race Officer (PRO) or Deputy Race Officer (DRO) in events listed in Regulation 25.8.10; and
    - (ii) four other events.
  - e** included with the application a letter of recommendation from a class association or organizing authority of a principal event at which the candidate was a race officer responsible for running the races;
  - f** obtained three completed International Race Officer Reference Forms (on the water assessment) from three different WS Race Officials at three different events who observed the candidate's performance on the water as Race Officer. At least two references shall be completed by International Race Officers. Agreement to complete a reference form must be made prior to the event and the completed reference form is to be given to World Sailing within sixty days from the last day of the event. Any item marked on the reference form as below IRO Standard means the overall assessment is below IRO standard, regardless of what is marked as the overall assessment. For a reference form to be considered complete, it is expected that comments are included for all items by way of example or reason

- g show experience in delivering race management training at a club, regional or national level;
- h be prepared to work with the Race Management Sub-committee on race management matters.

**6.3** A candidate for re-appointment as an International Race Officer shall have complied during the Designated Period with the requirements in 6.2 except items (a) (c) and (f). Eight Regatta Report Forms should have been lodged with WS during this period.

### Principal Events

Fleet Racing Dinghies	Fleet Racing Keelboats	Match Racing	Team Racing
<p><b>Principal event</b></p> <p>Olympic Games</p> <p>International Class Worlds and Continentals</p> <p>Grade 200 and 100 Olympic Classes events</p> <p>Multiclass International event (min 4 days) with 200+ entries</p> <p>National Championship with 50+ entrants (min. 3 days)</p> <p>Paralympic Games</p> <p>Youth Olympic Games</p> <p>Umpired Fleet Racing (all races umpired min. 3 days)</p>	<p><b>Principal event</b></p> <p>Volvo Ocean Race</p> <p>International Class Worlds and Continentals</p> <p>International Race Weeks (min. 4 days)</p> <p>National Championships with 30+ entrants (some flexibility depending on class)</p> <p>A high level event which has an IRO and international jury on site</p> <p>Umpired Fleet Racing (all races umpired min. 3 days)</p>	<p><b>Principal event</b></p> <p>World Championships</p> <p>America's Cup</p> <p>Grade 1 &amp; 2</p> <p>National Championships (with high level of competition)</p>	<p><b>Principal event</b></p> <p>World Championships</p> <p>US National Team Race Championship</p> <p>US University Championships</p> <p>British University National Championships</p> <p>British Open Team Racing Championship</p>
<b>L2</b>	<b>L2</b>	<b>L2</b>	<b>L2</b>
<p>Multiclass event (less than 4 days) with 200+ entries</p> <p>2 day National Championship</p> <p>National Championship of less than 50 boats</p> <p>Umpired Fleet Racing (Medal Races a full day)</p>	<p>Events which have more than 50 boats but only 1 or 2 races (major coastal or offshore races)</p> <p>2 day National Championship</p> <p>International Race week of less than 4 days</p> <p>Umpired Fleet Racing (Medal Races a full day)</p>	<p>National Championship (with a lower degree of competition)</p> <p>Grade 3 (with a high level of competition)</p>	<p>Feeder to a principal event</p> <p>Other National Championships</p>
<b>L3</b>	<b>L3</b>	<b>L3</b>	<b>L3</b>
<p>Regional event with a large number of boats (more than 100)</p>	<p>Regional event with a large number of boats (more than 50)</p>	<p>Grade 3 (with a lower level of competition)</p>	<p>Regional University Events</p> <p>Regional events with more than 8 teams</p>

A role other than overall PRO or RO (CRO/DRO) on board the start vessel, responsible for the management of the races on the water may be considered to be a principal event. For, example an IRO appointed by WS to act in that capacity at the Olympic Games or to a major event, but not necessarily as the PRO. However, the number of events in the portfolio where the applicant was not the RO (CRO) on board the start vessel responsible for the management of the races on the water will be limited to two. It is clearly impossible to fully describe a 'principal event' but the tables above may be helpful.

## Specific Competences Required

**6.4** International Race Officer shall present following competences:

- a** maintaining a high level of understanding and application of the rules, procedures and WS policies.
- b** ensuring that each decision or action taken is based upon the rules and principles of fairness and objectivity, and is made with care and without prejudice.
- c** responsible for their actions concerning the safety and welfare of competitors, race officials, support personnel and volunteers.
- d** team-work and team management.

### **6.5 Non-technical competences**

- a** uphold the confidentiality of race committee deliberations during and after the regatta;
- b** be polite, courteous, open-minded, and patient with colleagues, competitors, regatta officials, support persons, and hosts;
- c** respect cultural differences in colleagues, competitors, regatta officials, support persons, and hosts;
- d** maintain appropriate relationships with competitors and support persons at events; and
- e** declare any conflict of interest before accepting a race committee membership invitation. (See WS regulation 34);

## 7 International Technical Delegate (ITD)

This section provides the qualifications and competences required for appointment as International Technical Delegate (ITD).

### Role of International Technical Delegates

7.1 An ITD is conducting the following activities at an event:

#### Before the event

- a Supervise any event agreement with the Organizing Authority (OA).
- b Gain an overview of all aspects of the organisation, including but not limited to event promotion, boat transportation or chartering, logistics both on and off the water, results, competitor registration and media.
- c Advise on and approve the specification and technical aspects of the competition venue on and off shore.
- d Consult and assist in the appointment of event directors, competition manager, and other key professional staff.
- e Approve the format of competition and the schedule for the event where appropriate.
- f Supervise the administration and qualification system for the event.
- g Approve the rules and regulations for the event (including the notice of race, sailing instructions and any other race documents).
- h Approve the race officials according to the WS Regulations and the event agreement (or if appointed by WS, to make the formal nomination of the officials to the OA).
- i Advise and approve the specification of all official vessels.
- j Consult and advise on the race management equipment required to deliver the event.
- k Consult and advise on of any event volunteer programme.
- l Advise and oversee the preparation and organization of test events.
- m Approve any sports presentation plans and spectator facilities.
- n Approve the venue branding plan, marketing and “look and feel” plans.
- o Advise and approve the communications plan and any media facilities.
- p Approve any arrangements for WS and VIPs.
- q Approve the opening, closing and medal ceremonies.

#### During the event

- a Arrive before the event in order to assist and approve final preparations.
- b Ensure that the event team and race officials act as a coordinated team.
- c Ensure good communication with competitors, coaches and team leaders and to facilitate feedback from them on the event.
- d Chairing daily co-ordination and planning meetings of the senior event officials and the chief race officials.
- e If appointed, to chair the race committee.
- f Liaise with:
  - (i) the principal race officer to ensure that WS race management policies and best practice are implemented;
  - (ii) the chief measurer or chief equipment inspector to be aware of any measurement issues and communicate them to parties involved;
  - (iii) the jury chairman to anticipate any difficult rule situations or areas where interpretation of the rules may be required.

- g** Consider necessity and consequences of any changes to race documents before approving and publishing,
- h** Ensure that results are published in a timely and adequate manner.
- i** Supervise that prize-giving and other protocol functions are carried out properly.
- j** In general, remain aware of any issues affecting the smooth and fair running of the event and to take action accordingly.

### After the event

- a** Produce event report for WS.
- b** If requested, to provide feedback on the performance of the chief race officials.
- c** Give feedback which may be useful to WS, event organizers and other parties involved.

## Specific Qualifications Required

- 7.2** A candidate for first appointment as an International Technical Delegate (“ITD”) shall have complied during the Designated Period with the following requirements:
- a** sat and passed the World Sailing examination for the discipline in accordance with Regulation 31.12 if the candidate is not currently a World Sailing International Judge or International Race Officer;
  - b** served as a Technical Delegate or event director (or a similar role) at three principal events, of which either:
    - (i) two of which shall be outside the candidate’s MNA; or
    - (ii) one of which shall be outside the candidate’s Group.
  - c** have a letter of recommendation from the Chairman of the WS Regional Games Committee. The organizing authority of a principal event may submit a nomination for recommendation to the Chairman; and
  - d** have two completed reference forms from two different events completed by the principal race officer or jury chairman of the event.
- 7.3** A candidate for re-appointment as an International Technical Delegate shall have complied during the Designated Period with the following requirements:
- a** served as a technical delegate or event director (or similar role) at three principal events:
    - (i) two of which shall be outside the candidate’s MNA; or
    - (ii) one of which shall be outside the candidate’s Group.
  - b** have a letter of recommendation:
    - (i) from the Chairman of the Regional Games Sub-committee (the organizing authority of a principal event may submit a recommendation for nomination to the Chairman); or
    - (ii) from one of organizing authorities of the principal events submitted under 7.3(a)(i) or (ii) above.
- 7.4** A candidate’s MNA will be invited to comment on any application but its consent is not required for appointment.

## Principal Events

**L1:** Any World Sailing Event that World Sailing appoints a Technical Delegate

**L2:** Any event where a Technical Delegate is appointed or approved except the World Sailing Events, Regional Games and Olympic Sailing Competition and Paralympic Sailing Competition by the Member National Authority of the country in which the event is being held.

Applicants for re-appointment as International Technical Delegates may include as a principal event one composed of two L2 events (but the application overall must contain at least one principal event where the candidate was not acting as a principal race officer or jury chairman). Applicants for re-appointment may also count as a principal event a site visit or attendance at official meetings (of at least two days duration) for a principal event even if the event itself has not yet occurred. This is provided they are appointed as a technical delegate, event director or similar role for the event. A written report shall be sent to World Sailing after the completion of each site visit/meeting in order for the event to count.

## Specific Competences Required

### 7.5 Technical competences

- a** Practical experience with organization of major sailing events  
Candidates shall have hands-on experience with coordinating all aspects of organizing a major event (aside from on-the-water technical issues). This should include issues such as event promotion, boat transportation & chartering, logistics, registration, liaising with external authorities, managing event team and relating with the media.
- b** Familiarity with elite level sailing competition  
Candidates shall have had exposure to the environment of top-level competitive sailing. They shall be conversant with the various aspects that come together to define this environment, both concrete (WS regulations and policies, best practices for race officials and event organizers) and intangible (expectations of competitors and coaches, attitude of media, volunteer participation, etc.)
- c** General understanding of race management at a high level  
Candidates shall have deep awareness of how high-level race management decisions affect the outcome of races and the way they are perceived by competitors, coaches and public. An ITD shall be able to chair the race committee if required.
- d** Working knowledge of the RRS, Parts 3, 5, 6 and 7, the WS Regulations, or any other applicable rules or regulations of the host organization.

Candidates shall be familiar with the rules and procedures that affect race management, protests, competitor entry and race organisation, and the way they all work together to create a formal backdrop for an event. Candidates shall also be familiar with ISAF Regulations concerning events and race officials.

### 7.6 Non-technical Competences

- a** Good communication  
Candidates shall display a thorough ability to communicate effectively to different audiences (including verbal and non-verbal spoken communication and written communications).
- b** Responsibility  
Candidates shall be comfortable with accepting responsibility for ensuring that their event meets the highest WS standards. He shall have an appropriate attitude towards the event and their team and be proactive in identifying and addressing problems. Candidates shall be able to exert his authority whilst remaining approachable and engaging with the event team.
- c** Team building and leadership  
Candidates shall possess good people skills and be able to work well with competitors, team leaders, the media and the public. They shall effectively lead the event team whilst being open to the opinions and advise of others. Candidates will defer to the technical expertise of race officials and others, but will maintain responsibility for final decisions.
- d** Problem solving  
Candidates shall display a basic, results-oriented, common sense and be able to prioritize tasks, make compromises when needed and always maintain sight of the big picture.
- e** Cultural flexibility  
Candidates shall be sensitive to and recognize the regional and national cultural issues and the traditions and practices of WS classes and other groups of sailors.

## 8 International Umpire (IU)

This section provides the qualifications and competences required for appointment as International Umpire (IU).

### Role of International Umpires

- 8.1** An International Umpire is conducting the following activities at an event:
- a** making field of play decisions while umpiring match, team, medal and fleet racing including radio controlled boats;
  - b** deciding on protests and requests for redress when N1.10 applies; and
  - c** applying Addendum Q.

### Specific Qualifications Required

- 8.2** during the Designated Period, a candidate for first appointment shall:
- a** have attended a World Sailing Umpiring Seminar and received positive references from the IU Instructors;
  - b** have sat and passed the WS performance assessment at least one time;
  - c** have obtained a completed, positive, IUSC Reference Form from the Chief Umpire of at least three of the principal events submitted in accordance with item 8.3(b). References should be from the most recent events attended; and
  - d** satisfied the requirements of 8.3
- 8.3** during the Designated Period, a candidate for first appointment or re-appointment shall
- a** have sat and passed the World Sailing examination for the discipline (either fleet, match, or team racing) in accordance with Regulation 31.12;
  - b** have served as an umpire in:
    - (i) Option 1 - at least eight principal events, of which one of these events shall be outside the candidate's Group for candidates from Groups A-H; or the candidate's Member National Authority for candidates from Groups I-Q.  
Or
    - (ii) Option 2 - at least 32 days on the water, served as an umpire at principal events, of which: four of these days shall be outside the candidate's Group for candidates from Groups A-H; or the candidates Member National Authority for candidates from Groups I-Q.
  - c** have contributed to development of the Umpiring Programme, and furthered the objectives, rules and regulations of World Sailing; and
  - d** have demonstrated ongoing contributions to umpiring on national level, such as umpiring at national level events, and training and development of umpires on national level.
  - e** any further inquiries by the IUSC or the ROC into the candidate's functioning shall indicate competencies and comportment appropriate for appointment as an International Umpire.

### Principal Events

- 8.4** the principal events:
- a** may include a mix of umpired fleet, match and team racing, and should, if possible, cover a mix of boat types.
  - b** To count under 8.3(b), option 1, an event must include at least 3 days of acting as an umpire on the water. If an applicant is unsure about the level of an event, they may consult with the IUSC.
  - c** In addition to events listed in 1.4(c), below is a list of what is considered as a principal event:

*Medal Racing	Fleet Racing Keelboats/ Dinghies	Match Racing	Team Racing
<b>Principal event</b> Grade 200 and 100 Olympic Classes Events  International Class World Championships	<b>Principal event</b> Umpired Fleet Racing with a high level of competitors  National Sailing League with a high level of competition	<b>Principal event</b> World Championships Grade 1 & 2 National Championships (with high level of competition)  International Grade 3 (with a high level of completion)	<b>Principal event</b> World Championships US National Team Race Championship US University Championships British University National Championships Wilson Trophy British National Championships
<b>L2</b>	<b>L2</b>	<b>L2</b>	<b>L2</b>
International Class event	National Sailing League with a low level of competition	National Championship (with a lower degree of competition)  International Grade 3 (with a lower level of competition)	Feeder to a principal event  Other National Championships  Other Continental Championships or major international events
<b>L3</b>	<b>L3</b>	<b>L3</b>	<b>L3</b>
			Regional University Events Regional events with more than 8 teams

## Specific Competences Required

### 8.5 Technical Competences

- a** have consistently demonstrated the following:
- (i) be able to apply the relevant rules and make correct decisions within a few seconds under pressure;
  - (ii) anticipation skills based both on an understanding of how boats manoeuvre in match, team and /or fleet racing and the tactics applied by racing boats to win;
  - (iii) be able to drive and position small powerboats in a range of wind and wave conditions.

### 8.6 Non-Technical Competences

- a** be fit and able to withstand several consecutive days on the water in small powerboats;
- b** to uphold the confidentiality of all umpire and protest committee deliberations during and after the regatta;
- c** to be polite, courteous, open-minded, and patient with colleagues, competitors, regatta officials, team officials, coaches, and hosts;
- d** to respect cultural differences in colleagues, competitors, regatta officials, team officials, coaches, and hosts;
- e** to maintain appropriate relationships with competitors and support persons at events; and
- f** to declare any conflict of interest before accepting an umpiring event invitation (see WS regulation 34).

World Sailing

20 Eastbourne Terrace

Tel: + 44 (0)2039 404 888

[www.sailing.org](http://www.sailing.org)

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