



# EUROPEAN SAILING FEDERATION

## EUROSAF RACE OFFICIALS' EXCHANGE PROGRAMME WITHIN EUROSAF MEMBER COUNTRIES

### Race Officials' Exchange Programme Guidelines

1. This programme is intended for:

ISAF Judges	National Judges
ISAF Umpires	National Umpires
ISAF IRO	National Race Officers
ISAF Int. Measurers	National Measurers

2. The objective of the scheme is to provide experience for National and International Race Officials, including:

- how international events operate
- knowledge of ISAF policies & practices and that of classes associations
- experience for National Officials to help them become an ISAF Race Official

It is also intended to help event organisers with the provision of Race Officials, to work at international events and in doing so to improve standards and consistency of these officials, for the benefit of sailors.

3. A basic principle of the Exchange Programme is that nominated Race Officials should be available to Organising Committees (OC) without them incurring travel expenses. Travel expenses, to a convenient and mutually agreed destination (airport, railway or bus station, ferry terminal, or car expenses) should be covered either by the MNA of the nominated Race Official, or by the Race Official themselves. Travel expenses from this point, to and from the venue, will be the responsibility of the Organising Committee. The Organising Committee should also provide comfortable accommodation and all meals throughout the event and should be treated as a guest while in the host country.

4. This program is open, on a voluntary basis, to:

- Member National Authorities (in good standing with EUROSAF)
- Event Organising Committees, through their local MNA
- Race Officials, on individual basis

5. Event Organisers can only apply to the scheme through their local MNA.

6. No individual Race Official can be specifically requested through this programme. (See also paragraph 8).

7. An Organising Committee may request, but not demand, a Race Official:

- from a specific country
- with specialist skills, experience and knowledge
- for training and development purposes
- normally not more than 2 people per 5 appointed



8. This scheme includes the following events:

- World Championships of non-Olympic Classes in Europe
- European Championships
- multi-Olympic class regattas such as Hyères, Kiel & Medemblik
- all grade 2, 3, 4, 5 match race events
- National and other major Championships
- Any other events where Race Officials are requested

9. A select group of Race Officials will be established. Members of this group will receive preferential status during the nominating process. To become a member of this group, MNAs are required to submit a list of potential members to the Race Officials' Committee. This to be completed not less than 21 days before the annual meeting. For each nominee a detailed CV is necessary, listing his or her specific skills and experience, including any specific class knowledge, and giving reasons why they should be included in the group. This group may qualify for monetary support for travel\*\*. Those selected will not qualify for inclusion in this group in subsequent years.

10. On or before 15<sup>th</sup> November each year, MNAs, or their nominated representative, should present "RO Request" forms for all events in the forthcoming year where Race Official Placements are being offered. These forms should be sent to the Chairman of the EUROSAP Race Officials Committee through the MNAs.

11. On, or around, 20<sup>th</sup> of November the Race Officials' Committee will distribute the initial requests from each MNA.

12. At a meeting to be held annually, on the first weekend in December, representatives of all MNAs participating in the programme will meet and allocate the places for each of the events.

13. In the specific case of ISAF Classes, who chose to make use of the scheme for World or European Championships, the meeting will allocate officials in consultation with the event organisers and the class association concerned.

14. The results will be distributed to all MNAs and published on the Race Officials section of the EUROSAP website.

15. Vacant places can be filled through individual appointments arranged between the Organising Committee and Race Officials. The Race Officials' Committee should be informed of such agreements in order to keep the spreadsheet up-to-date.

16. It is a basic principle of this programme that the number of Race Official's sent out and received by each participating country, each year, should be more or less balanced.

17. The EUROSAP Executive Committee may designate an annual budget in support of travel expenses for National Race Officials from EUROSAP members. Applications for funds must be submitted to the Race Officials' Committee before



the annual Race Officials Exchange Meeting and are only applicable to National Race Officials, whose MNAs are in good standing with EUROSAF.

18. The names of Race Officials, who in the opinion of the Event Organisers, or class association, fail to perform to the required standard, should be submitted, in confidence, to the Race Officials' Committee and to the MNA of that person. All such reports must be in writing and submitted by the Chairman of the Jury, Organising Committee or Class Association. The individual concerned must be consulted beforehand and informed of the reasons behind the report. A list of those Race Officials who repeatedly under perform in their duties will be established.

19. A "black-list" of Race Officials, who have agreed to participate in the programme and subsequently (*repeatedly*) failed to take part in the assigned event(s), shall be established. Should a Race Official not participate in an assigned event, without giving due notice or reasonable excuse, or without trying to arrange a substitute, the Organising Committee, through its MNA, shall be entitled to submit the name of the Race Official, who will then be added to the "black-list". Once a Race Official has had their name added to the "black-list" he or she will not be entitled to any assignments through this programme during the subsequent 3 years.

20. Consideration will be given to the timeliness of the invitation from the organising committee when considering such a report. Should an organising committee continually make late requests for Race Officials, they too may have their name added to the "black-list".

21. When a Race Official assessment is carried out at an event where the official has been allocated through the scheme, a copy of that assessment should be provided to the Race Officials' Committee and to the MNA.

22. Non European Race Officials and MNAs are permitted to take part in the EUROSAF Exchange Programme provided that people, or country concerned, reciprocate all aspects of the scheme.

\*\* At the discretion of the Executive Committee, in association with the Race Officials' Committee, a contribution of a maximum €100 EUR will be awarded towards the expenses of a Race Official attending an event through the Exchange Programme, whose name appears on the select group list.

The Exchange Meeting will prepare and submit a list of candidates for support funding at their annual meeting. The decision on who will be supported will be announced after the Winter Executive meeting each year.

This facility is primarily intended for those from the less developed European Sailing Nations.