

Class Rule Changes Procedure

To request approval of a Class Rule Change (CRC), the procedure below shall be followed.

1) Submitting Class Rule Changes requests:

- a) The CRC Request Form shall be submitted by email to a staff member of the WS Technical & Offshore department or to technical@sailing.org
- b) Shall include the requirements set in Regulation 10.11.2:
 1. The changes required – *recommended template: CRC Document Template*
 2. The reasons for the changes – *recommended template: Reasons Document Template*
 3. A statement that the changes have been duly approved by the Class
 4. A proposed effective date
 5. an updated version of the Class Rules in word format, tracking all changes

Please note: if items are missing, they will be requested by the office, leading to extended processing times.
- c) Shall identify the International Measurer who has reviewed the change.
- d) Please use the latest WS branding including alignment with the front-page template design (with Class picture and Class logo).

The latest CRC request form, recommended templates and front-page template design are available on WS Website ([link](#)).

2) Timeline

- Requests submitted prior to *March 15th* shall be considered at the *April ERSC meeting* for publication no later than *end of May*.
- Requests submitted prior to *June 15th* shall be considered at the *July ERSC meeting* for publication no later than *end of August*.
- Requests submitted prior to *September 15th* shall be considered at the *Annual Conference meeting* for publication no later than *end of November*.
- Requests submitted prior to *December 15th* shall be considered at the *January ERSC meeting* for publication no later than *end of February*.

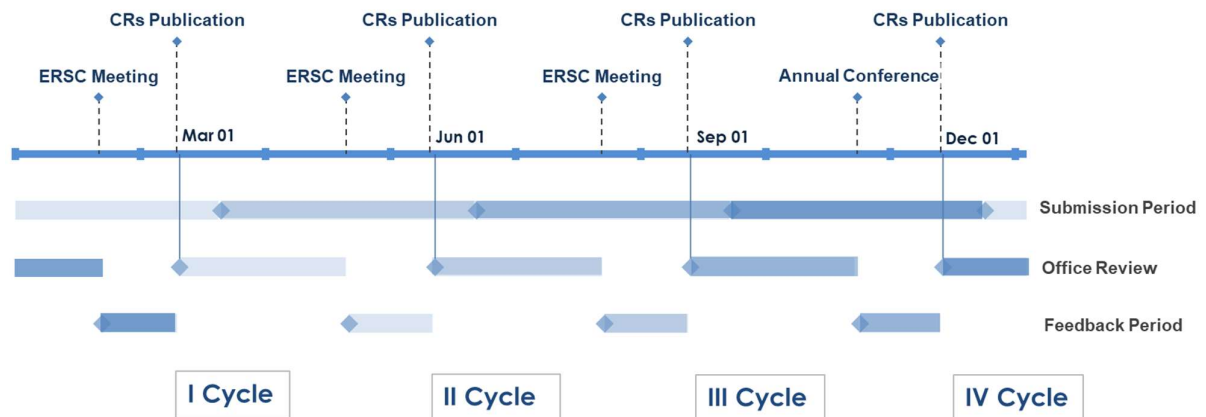


Figure 1. Cycles & Timeline.

a) **Submission Period**

- Class Rules Changes can be submitted at any time during the year.
- Depending on when the request is received (*Submission Period*), the office and the ERSC will review the changes at one of the *four Cycles* outlined in **Figure 1**.

b) **Review Cycles**

- The Office will liaise with the submitter and review the changes ahead of the ERSC meetings.
- At the ERSC meetings the sub-committee will discuss the requests received for that cycle and either approve the changes or provide feedback to further liaise with the Class.
- The publication dates will be set for a maximum of one month after the ERSC meetings, allowing for a feedback period.

c) **Feedback Period**

- After the ERSC Meeting, the Office will forward the feedback to the Classes and finalise the documents during the Feedback Period.
- When 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.

d) **Urgent requests and other exemptions**

- Following the request for an urgent class rule change, the Office will evaluate the reasons and decide whether the urgency is proven.
- Urgent requests and housekeeping changes will be considered by the Office and may be approved following consultation with the ERSC Chair.

3) Review Class Rule Changes

Class Rules will be reviewed considering the following:

- a) Compliance with regulatory requirements (see above 1(b) or WS regulation 10.11.2)
- b) Correct use of the document templates.
- c) Consensus of the suggested amendments with the given reasons.
- d) Correct use of ERS terms.
- e) Conflict with other class rules, RRS, WS Advertising Code and regulations.
- f) Formatting in compliance with the Standard Class Rule document (Class Rules not following the SCR format and structure might require extended review times).

4) Class Rules 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.