



Guidelines for completing the IJ Reference Form

2023

sport / nature / technology

Introduction

For each overall category, please check

- **IJ Standard or Not Yet IJ Standard of the check mark row, or**
- **the Don't Know check mark.**

- This reference form shall demonstrate if the judge, candidate for International Judge's discipline, has enough competences and skills required by the World Sailing (WS) Regulation 31 and by the World Sailing application document for WS International Race Officials 'Race Official Roles, Qualifications and Competences'
- For each category tick one of the boxes IJ Standard, Not yet IJ Standard or Don't know.
- Any category marked other than IJ Standard means that automatically the overall assessment shall be 'Not yet IJ Standard'.
- The event without any protest or request for redress hearings, or with any category marked as 'Don't know', is not a complete reference form and the overall assessment shall be 'Incomplete Reference'
- To be considered valid for the candidate's application, the reference form shall be completed by the IJ who is the chairman of the jury no later than 1 (one) month after the event.
- Only one reference form per event within the same time period can be accepted.

IJ Standard	You have evidence that the candidate meets the criteria listed below. Add your observations about special strengths and particular areas where the candidate would benefit from improvement.
Not Yet IJ Standard	You have evidence that the candidate does not meet the criteria listed below. Such a mark in any category means that the candidate is not yet on IJ level, and the IJSC is unlikely to recommend that this candidate be appointed as IJ.
Don't know	You have insufficient evidence to form a considered judgement. You should still provide any observations about the candidate's performance.



Performance Assessment Criteria

1. Rules Knowledge

- Did the candidate demonstrate good rules knowledge and a proper understanding of their application?
- Did the candidate recognise the principles of RRS 14, 15 and 16?
- Did the candidate demonstrate an awareness of proper race committee procedures?
- Did the candidate have a clear understanding of the definitions?
- Was the candidate able to identify the precise moment of rule transition?
- Did the candidate demonstrate a willingness to accept the rules as written (including NoR and SIs)?

2. Communication

- Does the candidate speak and understand English?
- Is the candidate a good listener, taking into account fellow jurors' opinions and observations?
- Does the candidate use internationally acceptable terminology?
- Did the candidate demonstrate proper use of radio, including procedures and response to calls?
- Was the candidate able to clearly describe an incident after the event, both afloat and ashore?
- Is the candidate able to communicate clearly and calmly with fellow-judges, competitors and organisers?

3. Hearings

If there was no hearing at the event, please write it in the Comments field below, and mark option 'Don't know'.

- Was the candidate punctual at hearings?
- Was the candidate able to chair the hearing?
- Was the candidate able to scribe the facts?
- Did the candidate understand and follow protest committee procedures?
- Did the candidate demonstrate the ability to identify the key facts?
- Did the candidate ask pertinent questions based on the getting to the relevant facts?
- Did the candidate contribute meaningfully to the discussions in the jury room?
- After expressing their opinion, was the candidate willing to accept the decision of the team?

4. Boat Driving & Safety

- Was the candidate able to operate small power boats?
- Did the candidate properly prepare the boat?
- Was the candidate skilled at mooring or docking, and motoring and returning from the course safely?
- Was the candidate sensitive to wash, wake and windage?



Performance Assessment Criteria

5. Temperament and Behaviour

- Is the candidate willing to learn and accept change?
- Does the candidate accept World Sailing's rules and cases and comply with World Sailing's Code of Conduct?
- Is the candidate willing to work within a team?
- Does the candidate keep calm under stress and make timely, accurate decisions?
- Is the candidate open minded and accepting of the point of view of others?
- Is the candidate empathetic with competitors, but treats all Jury matters as confidential?
- Is the candidate able to maintain good relations with judges, organisers and other race officials?
- Is the candidate cordial and polite, but keeps appropriate distances from competitors, coaches and team leaders?
- Does the candidate have respect for other people's property equipment, boats, etc.?
- Does the candidate dress appropriately at all times (on the water, in the jury room, socially after work)?
- Does the candidate abstain from alcohol until the work of the day is done?
- Does the candidate refrain from unauthorised communication with the media?
- Does the candidate demonstrate a lack of prejudice to all competitors - either negative or positive?

6. Physical Fitness

- Is the candidate able to spend long days on the water in small boats in bad conditions?
- Is the candidate mobile enough to transfer between small boats afloat in moderate conditions?
- Does the candidate have any impairment that could affect accepting a position as an IJ?

7. On-the-Water Positioning & Observation

Please evaluate at least one task or discipline below. If any task or discipline was not applicable, mark it as 'N/A'. The overall 'On-the-water positioning & observation' shall be marked as follows:

'IJ Standard' – if at least one task/discipline is marked as 'IJ Standard' and none is marked 'Not yet IJ Standard';
'Not yet IJ Standard' – if at least one task/discipline is marked 'Not yet IJ Standard';
'Don't know' - if all tasks/disciplines are marked 'N/A'.

- Did the candidate demonstrate proper boat positioning on the race course necessary for any of the tasks or events listed below?
- Does the candidate have sufficient eyesight and hearing, natural or corrected, at a level necessary to carry out the duties?
- Did the candidate demonstrate observation skills necessary to perform the duties?

8. Racing Experience

- What kind of racing experience does the candidate have?
- Is the candidate still active in sailing racing?
- Please share more details about the candidate's sailing racing experience i.e., when the candidate was/is competing and how long time, which class(es), in what level, etc.?



Guidance for the Jury Chairman

The candidate's request for a reference form includes the request to submit the reference to World Sailing. Once the reference is requested, neither the candidate nor the Jury Chairman may decide to not submit the completed reference. If the Chairman decides that there is inadequate information to evaluate the candidate, then the reference would be submitted and marked as an "incomplete" reference.

If you have a close personal or family relationship or financial association with the Candidate you should decline to provide a reference for the Candidate, since you would have a Conflict of Interest in doing so. A reference completed more than one month after the event cannot be considered for an IJ application. It also undermines the teaching nature of the process.

Advice on conducting an Assessment

- Under the current regulation it is only necessary for a candidate IJ to have 3 completed reference forms that support appointment as an IJ. Therefore, you should always maintain a high level of quality in your assessments. If you have any doubt about a candidate you should raise your concerns with the candidate and document them on the form.
- In order to improve the quality and consistency of the assessment you should try to select (with care) other senior IJs on the jury to assist you in making the assessment.
- If you involve other judges in the assessment, please indicate on the form those who have contributed.
- If the event is long enough, discuss daily with the other judges involved in the assessment process. This will help identify areas which should be developed and permit the candidate the opportunity to learn and improve during the event. It will also permit you to give the candidate specific opportunities such as scribing or chairing a hearing. If you do this, please give them the opportunity to prepare beforehand.
- The contents must always be shared with the candidate IJ. This is a tool to help a candidate develop towards being a better judge. Often the assessment process provides an assessor with the opportunity to reflect on their own performance and can be an aid to personal development for all involved. This should not be seen as a stressful or negative process.



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