

Class Rules Changes Procedure

To request approval of a Class Rules Changes (CRC), the procedure below shall be followed. The procedure consists of three main phases:

- 1) **Submission Period** (before CRCs Submission)
- 2) **Office Review** (before ERCS Meeting)
- 3) **Feedback Period** (before CRCs Publication)

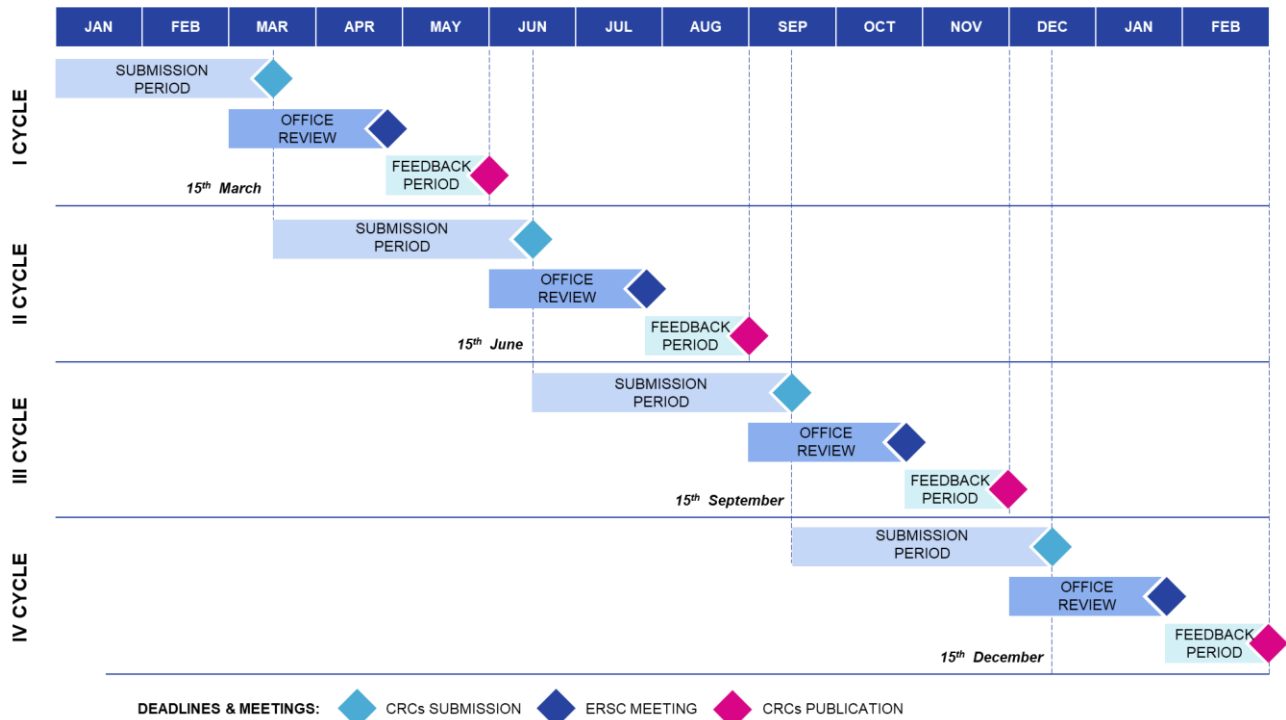


Figure 1 shows the timeline to request CRCs. Deadlines for each Cycle are listed below:

I Cycle: Requests submitted prior to **March 15th** shall be considered at the April ERSC meeting for publication no later than the **end of May**.

II Cycle: Requests submitted prior to **June 15th** shall be considered at the July ERSC meeting for publication no later than the **end of August**.

III Cycle: Requests submitted prior to **September 15th** shall be considered at the Annual Conference meeting for publication no later than the **end of November**.

IV Cycle: Requests submitted prior to **December 15th** shall be considered at the January ERSC meeting for publication no later than the **end of February**.

Urgent Request: See Chapter 4.

Moving To Standard Class Rules Format: See Chapter 5.

Class Rules Changes Required in addition to CRC Class Request: See Chapter 6.

1) 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 according to the timeline outlined in **Figure 1**.

To submit the CRCs request, the following steps shall be completed:

- a) According to the requirements set in WS Regulation 10.11.2 the request shall include:
 - i. The changes and reasons required – recommended template: “CRC Document Template”
 - ii. A statement that the changes have been duly approved by the Class (President/Secretary/Technical Representative)
 - iii. A proposed effective date
 - iv. An updated version of the Class Rules in word format, tracking all changes

Note: if items are missing, they will be requested by the office, leading to extended review processing time.

- b) Shall identify the International Measurer who has reviewed the change.
- c) The CRCs Request Form and all above documents and information:
 - i. Shall be submitted by email to a staff member of the WS Technical & Offshore department or to technical@sailing.org.
 - ii. The date of email will be considered as submission date of the request to define in which cycle it will be processed.

Note 1: The latest CRC Request Form, recommended CRC template and front-page template design are available on WS Website ([link to documentation](#)).

Note 2: The Office will request the latest WS branding including alignment with the front-page template design (with Class picture and Class logo).

2) Office Review

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.

3) 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.

After confirmation by the class, the updated Class Rules and Class Rule Changes document will be uploaded by the Office to the World Sailing Website and all International Measurers, WS Licensed Builders (if applicable) and IHC Certified Sailmakers/MNAs will be informed via an official email.

The publication dates will be set for a maximum of one month after the ERSC meetings, allowing for a feedback period.

4) Urgent Requests

Following the request for an urgent class rule change, the Office will evaluate the reasons and decide whether the urgency is proven.

Note that ERSC and WS Office will accept urgent request only for the following cases:

- 1) Availability of class legal equipment
- 2) Changes affecting builders production of class legal equipment
- 3) Conflict in the rules
- 4) Changes affecting in a substantial way a major event starting before the earliest effective date according to timeline outlined in **Figure 1**

Urgent requests will be considered and discussed by WS Office and may be approved following consultation with the ERSC Chair and other ERSC members.

5) Moving To Standard Class Rules Format

In case of a request to move to standard class rules format, the Office will liaise with the class to define required timelines to publish the new version of the rule considering the time and resources to be invested in this process.

6) Class Rules Changes Required in addition to CRC Class Request

During the review of the class rules, the Office and the ERSC may request to the class to modify part of the rules if:

1. Rules are not fully compliant with the World Sailing:
 - a. Latest version of Racing Rules of Sailing
 - b. Latest version of Equipment Rules of Sailing
 - c. Latest version of Standard Class Rules (if applicable)
2. Proposed change results in a conflict in the rules

In case of any of the above case, the Office will liaise with the class to define required timelines to publish an amended new version of the class rules considering the time and resources to be invested.