Committee & Commission Nomination Information Pack

2025 - 2028

sport / nature / technology

World Sailing

Welcome

World Sailing is the International Federation for the sport of sailing, recognised by the International Olympic Committee and the International Paralympic Committee. It oversees the development and promotion of sailing worldwide, organises sailing events and championships, and sets the rules and regulations for the sport.

We are seeking nominations for our specialist Committees and Commissions. We are looking for expert individuals who are passionate about sailing and are committed to working with others in the best interests of the sport. This is a rare opportunity to shape the future of sailing

Introduction

The Chairs, Vice-Chairs, and members of Committees and Sub-committees will be appointed by the World Sailing Council on the recommendation of the Board in accordance with Article 50 of the 2024 Constitution. To be nominated, your application must be submitted to World Sailing on the form in this pack by an authorised nominating body.

The authorised bodies are

a) any Member National Authority may nominate persons to any Committee or Sub-committee;
b) any World Sailing Class Association may, with the written consent of a person's Member National Authority, nominate such persons to the: (i) Equipment Committee; (ii) Equipment Rules Sub-committee; (iii) Growth of Sailing Committee; (iv) International Measurers Sub-committee; (v) Oceanic & Offshore Committee; (vi) Para Sailing Committee; (vii)Regional Games Committee; and (viii) Youth Events Committee;
c) the World Sailing Classes Committee and any Commission may, with the written consent of a person's Member National Authority (MNA consent is not required for the EDI Committee), nominate such persons to any Committee or Sub-committee (provided that the nomination is agreed at a properly held meeting of the Classes Committee or Commission) (World Sailing Classes Committee is convening a meeting on the 15 July specifically for this purpose); anybody which is specified in the Regulations for this purpose may, with the written consent of a person's Member National Authority, nominate such persons to the Specialist Sailing Committee; and
d) for the purposes of the Equity, Diversity and Inclusion Committee, individuals may nominate themselves directly to World Sailing without the consent of their Member National Authority and World Sailing Classes may nominate without the consent of the Member National Authority;
e) any body which has been granted World Sailing Special Event status may nominate a person for the Specialist Sailing Committee without the consent of that person's Member National Authority (subject to pending Constitutional amendments).

f) For the World Sailing Classes Committee each World Sailing Class Association in good standing shall nominate a member. Such nomination does not require MNA support. The Chair and Vice-Chair of the Classes Committee are elected by and from the members of the Committee. The election is to be held at the meeting of the Committee held immediately prior to the 2024 General Assembly. The Chief Executive Officer shall conduct the election.

Commissions are appointed by the World Sailing Board. You do not need to be nominated by another body and can submit your own application directly to World Sailing.

For Judicial positions, Investigations Panel, Disciplinary Tribunal and Ombudsman, these are appointed by a separate process but individuals are welcome to indicate expressions of interest, if they wish to be considered for appointment to these roles. You do not need to be nominated by another body and can submit your own application direct to World Sailing.

Governance Reforms

Under the new Governance Reform measures there is a strong commitment to regional and gender parity on the Committees and Commissions. Stakeholders are asked to carefully consider this when submitting nominations. When making its decisions, the Board will consider constitutional requirements to ensure that:

- each Committee has a maximum of 15 members
- each Sub-committee has a maximum of 10 members
- all members have relevant skills, expertise and experience for the subject matter of the Committee or Sub-committee;
- there is at least one member from each region appointed (provided that the nominations received allow for this);
- there is no more than one member from the same country (except in exceptional circumstances where the Board may recommend two members from the same country);
- No more than 70% of the chairs and vice-chairs, taken together, shall be from any one gender (but the Board must use its best endeavours to ensure 50% are female);
- No more than 70% of the Committee and Sub-committee members, taken together, shall be from any one gender (but the Board must use its best endeavours to ensure 50% are female);

Key Attributes for all Committee and Commission Members

- A genuine commitment to the purpose of World Sailing.
- A champion of change and a willingness to carry forward World Sailing's ongoing commitment to growth and good governance.
- A willingness to work collaboratively in teams,
- Sufficient time to dedicate to the role; to attend meetings and a willingness to accept a share of the workload and an ability to meet deadlines.
- Proficiency with modern communication methods - email, video conference, etc
- Specialist knowledge and experience with the ability to bring useful insight and thinking and consider and make recommendations which are in the best interests of the sport globally.

Instructions

The closing date for submission of nomination forms is 1 August 2024

Nominations must be made on the prescribed form provided by the Chief Executive Officer.

Nominees must agree to comply with the Constitution, Regulations, Code of Ethics and Policies of World Sailing and accept the jurisdiction of the World Sailing in relation to any disciplinary matters.

Nominees must also comply with the World Sailing Conflict of Interest Policy and promptly declare the full extent of any interests in accordance with the Policy and the Regulations. Do not submit the nomination until you have completed the online declarations of interest form.

Points to Note

There are several points to note for the nomination of Committee and Commission Members for 2024.

1. Firstly, there are several new Committees, the Specialist Sailing Committee, the Growth of Sailing Committee and the Equity, Diversity & Inclusion Committee. There is also one new Commission, the Safety Commission.

2. Secondly the list of nominating bodies is now much larger. Nominations can come from MNA, Classes (with MNA consent) Committees, Commissions (with MNA consent).

3. Finally, to note that there are now maximum terms of office on Committee members they may serve for up to four consecutive terms of office on a particular Committee or Sub-committee and, for the avoidance of doubt, this applies to terms of office served before and after the General Assembly in 2024. However, Council may, on the recommendation of the Board, appoint a member for a fifth or additional term, when the Board considers there are exceptional circumstances to do so. If someone is being nominated for whom this would be a fifth or further term of office, on the same Committee, then exceptional circumstances must be established. If you are applying for a fifth or further term of office, on the same Committee, then please outline in the nomination form the exceptional circumstances for the Board to consider, and if approved, put forward to Council.

TERMS OF REFERENCE

WORLD SAILING CLASSES COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the World Sailing Classes Committee is to advise and report to Council on the development and promotion of World Sailing Class Associations, their growth and welfare, and matters concerning their governance and administration (excluding class rule matters).

2. Membership

2.1 *The Committee will consist of a Chair, Vice-Chair and other members, all as provided in Article 51.15.*

2.2 The ED&I Forum may elect one of its members to be a member of the Committee and may change that member from time to time.

3. Remit

3.1 The remit of the Committee is to advise and report to Council on:

(a) ensuring close liaison between all World Sailing Classes and sailors;

(b) the promotion of the welfare and growth of World Sailing Classes;

(c) issues, excluding class rule matters, from World Sailing Class Associations; and

(d) such other matters that may be relevant to World Sailing Classes' interests.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations, or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least 15% of World Sailing Class Associations in good standing; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.* For the purposes of quorum, only members who have been appointed to attend the specific meeting count as members of the Committee.

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within 21 days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

EQUITY, DIVERSITY & INCLUSION COMMITTEE

NB: Sections in italics are from the Constitution (Constitutional amendments approved by Council but pending approval by MNA are reflected in this version)

1. Purpose

The purpose of the Equity, Diversity & Inclusion Committee is to promote and develop equity, diversity and inclusion within the sport of Sailing and World Sailing itself, to promote and monitor the implementation of clause 1.3(c) of the Constitution[1], and to convene the Equity, Diversity and Inclusion Forum ("the ED&I Forum").

2. Membership

2.1 *The Committee will consist of the following members:*

(a) *a Chair and Vice-Chair appointed under Article 50.1 and 51.5 (a); and*

(b) *up to 13 other members appointed under Article 50.*

(c) *Under Article 51.5. (b) no less than 50% of the Committee members shall be female.*

2.2 *The members of the Committee should have both a commitment to diversity and inclusion in the sport of Sailing and experience working on equity, diversity and inclusion issues, preferably with lived experience as a member of a group which has historically experienced discrimination or oppression.*

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3. Remit

3.1 The remit of the Committee is to advise and report to Council on:

(a) promoting diversity within the sport of Sailing and World Sailing;

(b) discussing and promoting non-discrimination within the sport of Sailing under clause 1.3(c) of the Constitution;

(c) encouraging and increasing participation by women and underrepresented groups in all aspects of sailing and sailing administration; and

(d) monitoring Proposals made to World Sailing and advise on any aspects which may affect equity, diversity and inclusion

(e) to recommend appropriate strategies and policies to improve equity, diversity and inclusion within the governance and sport.

(f) Monitoring and evaluating the implementation and effectiveness of the federation's equality and diversity strategies, policies and programmes.

4. Authority

[1] *"(c) to promote the sport of Sailing regardless of colour, gender, physical ability, sexual orientation, language, religion, political or other opinion, national or social origin, property, birth or other status"*

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

4.2 The Committee has the authority to convene the ED&I Forum in accordance with Article 40.

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted (provided this is possible). *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly,but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.15);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 Subject to prior agreement of the Chair, the Committee may invite topic specific experts/advisors to attend its meeting to support specific agenda items of the Committee or working groups.

5.12 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.13 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.14 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.15 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.16 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.17 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

EQUIPMENT COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Equipment Committee is to advise and report to Council on equipment matters, equipment trials and evaluations, World Sailing Class Associations (but not international rating systems), and the Equipment Rules of Sailing.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, the following are ex officio members of the Committee:*

(a) *the Chair of the Equipment Rules Sub-committee; and*

(b) *the Chair of the Special Regulations Sub-committee*

2.3 *In addition, the Chairs of each of the Oceanic & Offshore Committee, the Para Sailing Committee, the Racing Rules Committee, and the World Sailing Classes Committee may, after consulting with their Committee, appoint one of their Committee's members to be a member of the Equipment Committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Equipment Committee is advise and report to Council on:

(a) planning and policy recommendations on equipment matters;

(b) policy concerning the Equipment Rules of Sailing (via the Equipment Rules Sub-committee which reports to the Equipment Committee)

(c) Proposals on equipment matters;

(d) the monitoring and promotion of safety;

(e) equipment policy for the Olympic Sailing Competition and at World Sailing Events, and changes or evolutions of Olympic Equipment;

(f) equipment trials or other equipment evaluations;

(g) applications by classes for World Sailing Class Association status and membership;

(h) liaison with World Sailing Class Associations and help them promote World Sailing;

(i) supervising the constitutions of World Sailing Class Associations and conducting periodic reviews of World Sailing Classes, including where appropriate, recommending the suspension or cancellation of their membership; and

(j) liaise with other World Sailing committees on matters affecting equipment.

3.2 In matters concerning Olympic equipment, the Committee must liaise with the Events Committee.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least twice per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal* *privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

EQUIPMENT RULES SUB-COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Equipment Rules Sub-committee is to advise and report to the Equipment Committee on the establishment and maintenance of the class rule approval process, reviews and interpretations of class rules referred to it, and formulates, revises and interprets the Equipment Rules of Sailing.

2. Membership

2.1 *The Sub-committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 8 other members.*

2.2 *In addition, the Chairs of each of the International Measurers Sub-committee, Para Sailing Committee, Racing Rules Committee, Special Regulations Sub-committee and the World Sailing Classes Committee may, after consulting with their Committee, appoint one of their Committee's members to be a member of the Equipment Rules Sub-committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Sub-committee is to advise and report to the Equipment Committee on:

(a) policies for the approval of proposed class rule and building specification changes;

(b) class rule and building specification change applications referred to it;

(c) interpretations of class rules of World Sailing Classes;

(d) the formulation, revision and approval of the Equipment Rules of Sailing, and any cases or other interpretations;

(e) Proposals that might affect the Equipment Rules of Sailing;

(f) regular reviews of:

(i) the World Sailing Guide to Equipment Control/Equipment Inspection;

(ii) the World Sailing Standard Class Rules;

(iii) World Sailing Event Equipment Regulations;

(iv) the class rules of World Sailing Classes; and

(v) building processes,

(g) building processes and inspections of licensed builder's premises by World Sailing;

(h) standards of construction and inspection;

(i) liaison with relevant World Sailing committees concerning equipment control,

(j) liaison with World Sailing Technical Department concerning the management of effective equipment control schemes by World Sailing Classes

4. Authority

4.1 *The role of the Sub-committee is to advise and report to the Equipment Committee on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Equipment Committee.*

4.2 *The Sub-committee is authorised to make, amend, interpret and revoke the Equipment Rules of Sailing under Article 38.4.*

5. Procedures

5.1 The Sub-committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Sub-committee before making a proposal.

5.2 *The Sub-committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Sub-committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Sub-committee's members to do so.*

5.4 The agenda of meetings of the Sub-committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Sub-committee;

(e) any items of business supported by at least one-third of the Sub-committee's members; and

(f) a review of the Sub-committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to

circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Sub-committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Sub-committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Sub-committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Sub-committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Sub-committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Sub-committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Sub-committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Sub-committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Sub-committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting

to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Sub-committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Sub-committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Sub-committee shall provide a written report to the Equipment Committee after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Sub-committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Sub-committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Sub-committee may propose amendments for Council's consideration.

7.2 *The Sub-committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

EVENTS COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Events Committee is to advise and report to Council on the Olympic Events, World Sailing events, qualification systems for those events, the World Sailing calendar of events, and ranking lists.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, the following are also members of the Committee:*

(a) *one member of the Olympic Classes Sub-committee appointed by that Sub-committee under Article 51.6(a); and*

(b) *one member of the Para Sailing Committee appointed by the Chair of that Committee under Article 51.6(b).*

3. Remit

3.1 The remit of the Events Committee is advise and report to Council on:

(a) changes to World Sailing's Olympic Strategy;

(b) changes to the Olympic Events, in accordance with the World Sailing Strategy;

(c) reviews of each edition of the Olympic Sailing Competition at the next meeting held after the Olympic Games;

(d) the format and courses to be used at the Olympic Sailing Competition;

(e) the policies to be used at World Sailing Events and other major international events, including the Olympic Qualification system and events (including any implementing actions); and

(f) the policies concerning the World Sailing Calendar and World Sailing Ranking Lists (including any implementing actions).

(g) the monitoring and promotion of safety.

3.2 In matters concerning equipment, Olympic or otherwise, the Committee must liaise with the Equipment Committee.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

4.2 The Committee is authorised to decide on the grading of events for the World Sailing Rankings System. It must do this via a Working Group appointed by the Committee under Article 41.

5. Procedures

5.1 The Committee must meet at least twice per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

GOVERNANCE COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

1.1 *The purpose of the Governance Committee is to advise and report to the Board on the effectiveness of the governance and structures of the Federation, best practice in international sports governance, and the development of the Constitution and Regulations.*

1.2 *It is also responsible interpreting the Constitution and Regulations under Article 62.*

1.3 The Governance Committee provides leadership and oversight to the ongoing development of World Sailing's Constitution. The Constitution is a living document needing to adapt to the changing circumstances of WS's service to the sailing community and its relevant stakeholders.

1.4 The guiding principles by which the Committee must operate are:

(a) World Sailing is owned by the MNAs dating back to 1907. It works with the representatives of sailors, regions, classes, the marine industry and other stakeholders, all recognised as being vital to the success of sailing.

(b) World Sailing operates according to a Strategy set by the Board and approved by the General Assembly. The Strategy, which can evolve over time, is underpinned by a business plan and a budget approved annually.

(c) World Sailing is run by many dedicated and committed individuals consisting of both an extremely large body of volunteers and a small staff of professional managers.

(d) The Constitution primarily sets out to define the roles and responsibilities of these groups, based on the fundamental governance principle that the volunteers are non-executive and the professional staff are executive. Executive responsibility is given to the professional staff. Oversight and monitoring of executive activities is the responsibility of volunteers, both elected and appointed.

(e) World Sailing should focus on issues which its members are not able to undertake themselves, or where it is agreed collaborative effort is bigger than the sum of the parts.

(f) World Sailing should respect the territorial integrity of the MNAs.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Committee is advise and report to the Board on:

(a) the structure, Constitution, Regulations of the Federation;

(b) the terms of reference of committees, when appropriate;

(c) all Proposals affecting the Constitution and Regulations;

(d) the groupings of Member National Authorities and the assignment of Members to appropriate Groups;

(e) the subscription categories for each Member National Authority;

(f) items on the agendas of the Council and General Assembly;

(g) proposals to challenge the membership of an existing Member;

3.2 The Committee shall also advise on:

(a) the constitutions of proposed new Members;

(b) certificates of appointment to the General Assembly;

(c) proposed amendments to the Constitution being considered by the Board; and

(d) rules of procedure proposed by the Disciplinary Tribunal.

4. Authority

4.1 *The role of the Committee is to advise and report to the Board on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Board.*

4.2 *The Committee is authorised to interpret the Constitution and Regulations under Article 62.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to the Board after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by the Board and be published with the Committee's minutes.*

7. Terms of Reference

7.1 The Board may amend these terms of reference from time to time and the Committee may propose amendments for the Board's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

GROWTH OF SAILING COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Growth of Sailing Committee is to advise and report to Council on the growth and development of Sailing, the World Sailing development plan, and the promotion of emerging nations and new disciplines.

It shall also review all policy recommendations concerning the growth and development of Sailing from other Committees before their consideration by Council.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, each Continental Association and Recognised Organisation in good standing may appoint a member of the Growth of Sailing Committee and may change that member from time to time.*

2.3 *In addition, the Chair of the Para Sailing Committee may, after consulting with their Committee, appoint one of their Committee's members to be a member of the Growth of Sailing Committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Growth of Sailing Committee is to advise and report to Council on:

(a) the growth and development of Sailing around the world;

(b) the World Sailing Development Plan, including its consistency with the World Sailing strategy;

(c) the promotion and development Sailing in new and emerging nations;

(d) the growth and development of Sailing in new disciplines; and

(e) strategic and regional development issues, including advising on resource requirements and policy.

3.2 The Committee shall monitor all Proposals and policy recommendations and inform any other relevant body if the Committee considers that it must review the matter under Article 35.1(d)(ii) before the matter is considered by Council. The Committee must act promptly and expeditiously if it considers that Council must also receive its recommendations.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides that there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these Terms of Reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these Terms of Reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these Terms of Reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

MATCH RACING COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Match Racing Committee is to advise and report to Council on the promotion and co-ordination of match racing throughout the world, world championships in match racing, rankings, and match race organization.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Match Racing Committee is to advise and report to Council on:

(a) the promotion and co-ordination of match racing throughout the world;

(b) the promotion and monitoring of the arrangements for the World Championships of Match Racing, the World Sailing Nations Cup, and the World Match Racing Tour;

(c) through the Match Race Rankings Working Party, administering, promoting and controlling the World Match Race Ranking System;

(d) monitoring and development of all technical aspects of match racing organization; and

(e) through the Match Racing Rankings Working Party and the Chief Executive Officer, maintaining a close liaison with sailors, organizers, classes and Member National Authorities concerning World Match Race Rankings and qualification issues.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

4.2 The Committee is authorised to decide on the grading of events for the World Sailing Match Race Rankings System. It must do this via a Working Party appointed by the Committee under Article 41.

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

World Sailing

TERMS OF REFERENCE

OCEANIC & OFFSHORE COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Oceanic & Offshore Committee is to advise and report to Council on oceanic and offshore racing, international rating systems, the World Sailing Offshore Special Regulations, and the calendar of oceanic and offshore events

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, the following are ex officio members of the Committee:*

(a) *the Chair of the International Regulations Commission; and*

(b) *the Chair of Sailor Categorization Commission*

3. Remit

3.1 The remit of the Oceanic & Offshore Committee is advise and report to Council on:

(a) the promotion and planning of oceanic and offshore racing throughout the world;

(b) the monitoring and promotion of safety;

(c) the criteria for designation of international or recognised rating systems and offshore classes, and applications for such status;

(d) the promotion of dual-purpose cruiser/racer boats in competition;

(e) the promotion and maintenance of the calendar of oceanic and offshore events and races within the overall World Sailing calendar; and

(f) oceanic and offshore racing conducted in one design or level rating classes of boats, as well as under handicap or rating systems;

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

4.2 The Committee is authorised to:

(a) make, amend, interpret and revoke the Offshore Special Regulations under Article 38.4;

(b) appoint members of the Committee to work with the Executive Office as the Oceanic Panel; and

(c) appoint members of the Committee to liaise with offshore classes, rating systems and cruising groups and clubs.

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

OLYMPIC CLASSES SUB-COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Olympic Classes Sub-committee is to advise and report to the World Sailing Classes Committee on views of the Olympic Class Associations and to debate and consider matters which specifically affect Olympic Class Associations.

2. Membership

2.1 *The Sub-committee will consist of a Chair, Vice-Chair and other members, all as provided in Article 51.10.*

2.2 Committee members may only vote on matters that relate to the Olympic Games of which the Class they represent are part of.

3. Remit

3.1 The remit of the Sub-committee is to advise and report to the World Sailing Classes Committee on:

(a) maintaining close liaison with the Olympic Classes and their sailors;

(b) promoting the welfare and growth of the Olympic Classes;

(c) issues, other than class rules, raised by the Olympic Classes;

(d) other matters that may be relevant to the Olympic Classes' interests;

(e) all relevant items on other committees' agenda.

4. Authority

4.1 *The role of the Sub-committee is to advise and report to the World Sailing Classes Committee on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the World Sailing Classes Committee.*

5. Procedures

5.1 The Sub-committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Sub-committee before making a proposal.

5.2 *The Sub-committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Sub-committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Sub-committee's members to do so.*

5.4 The agenda of meetings of the Sub-committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Sub-committee;

(e) any items of business supported by at least one-third of the Sub-committee's members; and

(f) a review of the Sub-committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Sub-committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Sub-committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Sub-committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Sub-committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Sub-committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Sub-committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Sub-committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Sub-committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Sub-committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Sub-committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Sub-committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Sub-committee shall provide a written report to the World Sailing Classes Committee after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Sub-committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by the Board and be published with the Sub-committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Sub-committee may propose amendments for Council's consideration.

7.2 *The Sub-committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

PARA SAILING COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Para Sailing Committee is to advise and report to Council on world championships in Para Sailing and other Para World Sailing events, classification, the development of equipment, aids and adaptations, and, when applicable, the events and equipment for the programme of the Paralympic Games

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Committee is to advise and report to Council on:

(a) policy for the Para World Sailing Championships and other Para World Sailing events;

(b) the development and monitoring of the Para World Sailing Ranking System;

(c) liaison, through the Chief Executive Officer, with the International Paralympic Committee;

(d) the activities of Paralympic sailors and the administration of the Para World Sailing classification programme;

(e) the promotion, assessment and support for programmes for Paralympic sailing run by Member National Authorities; and

(f) the criteria and the development of equipment, aids, and adaptations for Para Sailing and Paralympic Sailing formats.

3.2 Under Article 22.3(y), the Committee shall advise and report to the Board on the selection of events and equipment for the Paralympic Sailing programme.

3.3 The Committee shall make recommendations to the Race Officials Committee on the appointment and administration of International Classifiers, including classifier instruction and evaluation and recommendations on TD appointment,

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

RACE OFFICIALS COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Race Officials Committee is to advise and report to the Board on race officials, their certification and education, the monitoring, investigation and sanctioning of their competence, and the development and implementation of race official policies.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, the following ex officio members of the Committee:*

(a) *The Chair of the International Judges Sub-committee*

(b) *The Chair of the International Measurers Sub-committee*

(c) *The Chair of the International Umpires Sub-committee*

(d) *The Chair of the Race Management Sub-committee*

2.3 *In addition, the Chairs of the Equipment and Racing Rules Committees may, after consulting with their Committee, each appoint a member of their Committees to be a non-voting member of the Race Officials Committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Committee is to advise and report to the Board on:

(a) the education and certification of World Sailing Race Officials to the highest calibre for the sport of sailing;

(b) the activities of its Sub-committees and liaison with other committees responsible for any other World Sailing Race Official disciplines;

(c) policies for the conduct of, and processes for, World Sailing Race Officials;

(d) matters relating to the training and certification of World Sailing Race Officials;

(e) conflict of interest declarations from World Sailing Race Officials; and

(f) reports about the conduct and competence of World Sailing Race Officials and make commendations and administer sanctions, as set out in the Regulations, where appropriate.

4. Authority

4.1 *The role of the Committee is to advise and report to the Board on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Board.*

4.2 The Committee is authorised:

(a) to award and terminate the status of a World Sailing Race Official (International Classifiers, International Judges, International Measurers, International Race Officers, International Technical Delegates, and International Umpires)

(b) with the Racing Rules Committee, to approve World Sailing Racing Rules Questions and Answers; and

(c) to determine whether or not there is a conflict of interest at events in response to a requests from World Sailing Race Officials.

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal* *privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to the Board after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by the Board and be published with the Committee's minutes.*

7. Terms of Reference

7.1 The Board may amend these terms of reference from time to time and the Committee may propose amendments for the Board's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

RACING RULES COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Racing Rules Committee is to advise and report to the Board on the development, maintenance, interpretation and promotion of the Racing Rules of Sailing, and considers all other matters related to the Racing Rules of Sailing.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

2.2 *In addition, the Chair of the Race Officials Committee may, after consulting with their Committee, appoint a member of that Committee to be a non-voting member of the Racing Rules Committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Committee is to advise and report to the Board on:

(a) the formulation, revision and approval of the Racing Rules, and any cases and calls or other interpretations;

(b) recommendations from, and decisions of, other committees that might affect the Racing Rules;

(c) all educational material published by World Sailing concerning the Racing Rules;

(d) continued improvement of rule observance;

(e) standardization and improvement of notices of race and sailing instructions; and

(f) other subjects related to the Racing Rules.

3.2 The Committee must ensure that the Racing Rules include the following:

(a) the authority given to national authorities, organizing authorities, race committees, protest committees, umpires, technical committees, and other race officials in the conduct of races;

(b) the procedures to be used when conducting races;

(c) the responsibilities of boats, competitors, support persons, and boat owners before, during and after racing;

(d) the rules that apply when boats meet;

(e) methods of dealing with breaches of rules and the imposition of penalties;

(f) other disciplinary measures;

(g) provisions for appealing decisions of protest committees; and

(h) references to appropriate World Sailing Regulations that are also Racing Rules.

4. Authority

4.1 *The role of the Committee is to advise and report to the Board on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Board.*

4.2 *The Committee is authorised to make, amend, interpret and revoke the Racing Rules of Sailing under Article 38.4.*

4.3 The Committee is further authorised:

(a) with the Race Officials Committee, to approve World Sailing Racing Rules Questions and Answers; and

(b) to approve all authoritative interpretations made by World Sailing of the Racing Rules (including cases and calls).

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to

circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting

to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to the Board after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by the Board and be published with the Committee's minutes.*

7. Terms of Reference

7.1 The Board may amend these terms of reference from time to time and the Committee may propose amendments for the Board's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

INTERNATIONAL JUDGES SUB-COMMITTEE
INTERNATIONAL MEASURERS SUB-COMMITTEE
INTERNATIONAL UMPIRES SUB-COMMITTEE
RACE MANAGEMENT SUB-COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Race Officials Sub-committees are to advise and report to the Race Officials Committee on consider appointments, education and training, development of race official policies, grouping and matters affecting their respective race official disciplines.

2. Membership

2.1 *Each Sub-committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 8 other members.*

2.2 *In addition, the Chair of the Equipment Rules Sub-committee may, after consulting with their Sub-committee, appoint a member of their Sub-committee to be a non-voting member of the International Measurers Sub-committee and may change that member from time to time.*

3. Remit

3.1 The remit of each Sub-committee is advise and report to the Race Officials Committee on:

(a) the administration of its discipline's international programme;

(b) recommendations for appointment in its discipline;

(c) the instruction and evaluation of international race officials and candidates in its discipline, which shall include:

(i) the development and conduct of seminars to train and qualify as international race officials; and

(ii) the formulation of the examinations which applicants must pass to qualify as international race officials; and,

(iii) if required, the establishment of the criteria for a performance assessment and its administration;

(d) assisting Member National Authorities in training and in developing national race official programmes in its discipline;

(e) policies regarding the conduct of international race officials in its discipline;

(f) programmes to promote uniform application and consistent interpretation of the Racing Rules of Sailing and other World Sailing documents by international race officials in its discipline;

(g) potential rule changes and interpretations of the Racing Rules of Sailing;

(h) the development and administration of procedures for the grouping and classification of international race officials in its discipline according to their abilities and to place them in groups based on agreed criteria;

(i) consider and recommend race officiating policies for the Olympic Sailing Competition and World Sailing Events, in consultation with the Events Committee or Equipment Committee (as appropriate);

(j) the maintenance of documents, such as manuals, application forms and reference forms for its discipline; and

(k) addressing questions from international race officials in its discipline.

4. Authority

4.1 *The role of the Sub-committee is to advise and report to the Race Officials Committee on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Race Officials Committee.*

4.2 To allow for the efficient administration and operation of each discipline, each Sub-committee is authorised to carry out its remit under section 3 above subject to any decisions by the Race Officials Committee.

5. Procedures

5.1 The Sub-committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Sub-committee before making a proposal.

5.2 *The Sub-committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Sub-committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Sub-committee's members to do so.*

5.4 The agenda of meetings of the Sub-committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Sub-committee;

(e) any items of business supported by at least one-third of the Sub-committee's members; and

(f) a review of the Sub-committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Sub-committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Sub-committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Sub-committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Sub-committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Sub-committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Sub-committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Sub-committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Sub-committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Sub-committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Sub-committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Sub-committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Sub-committee shall provide a written report to the Race Officials Committee after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Sub-committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by the Board and be published with the Sub-committee's minutes.*

7. Terms of Reference

7.1 The Board may amend these terms of reference from time to time and the Sub-committee may propose amendments for the Board's consideration.

7.2 *The Sub-committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

REGIONAL GAMES COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Regional Games Committee is to advise and report to Council on the promotion of Sailing at regional games, the format and programmes of Sailing events at regional games, and developing and promoting the standards of organization at regional games.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Committee is to advise and report to Council on:

(a) the promotion of:

(i) sailing at any games that already include sailing in their sports programme; and

(ii) the inclusion of sailing on the sports programme in all major regional games and as many other games as is feasible; and

(iii) the inclusion of para sailing in regional games and regional para games.

(b) the inclusion of sailing and para sailing in regional games and regional para games to promote the sport of sailing generally throughout the various regions;

(c) technical and instructional resources of World Sailing to maintain and improve the standard of competitive sailing and the standards of technical supervision at regional games to a level that these events could serve as qualifying events for the Olympics and Paralympics;

(d) guidance on the format and programme of the regional games sailing events and regional sailing championships;

(e) the promotion the organization of regional sailing championships in addition to the regional games;

(f) the promotion of participation of women and youth in all regional games sailing events.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council’s consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

World Sailing

TERMS OF REFERENCE

SPECIAL REGULATIONS SUB-COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Special Regulations Sub-committee is to advise and report to the Oceanic & Offshore Committee on safety and seaworthiness developments in offshore and oceanic racing, and to formulate, revise and interpret the World Sailing Offshore Special Regulations.

2. Membership

2.1 *The Sub-committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 8 other members.*

2.2 *In addition, the Offshore Racing Congress may appoint a member of the Special Regulations Sub-committee and may change that member from time to time.*

3. Remit

3.1 The remit of the Sub-committee is to advise and report to the Oceanic & Offshore Committee on:

(a) the maintenance, revision and changes to the World Sailing Offshore Special Regulations governing offshore racing, under licence from ORC Limited, and any interpretations (changes to be biennial with revised editions published in January of each even year, except that matters of an urgent nature affecting safety may be dealt with by changes to the Regulations on a shorter time scale); and

(b) developments in offshore racing relative to the standards of safety and seaworthiness.

4. Authority

4.1 *The role of the Sub-committee is to advise and report to the Oceanic & Offshore Committee on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of the Oceanic & Offshore Committee.*

5. Procedures

5.1 The Sub-committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the*

Board on proposal by the Chair and the Chair must consult with the Sub-committee before making a proposal.

5.2 *The Sub-committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Sub-committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Sub-committee's members to do so.*

5.4 The agenda of meetings of the Sub-committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Sub-committee;

(e) any items of business supported by at least one-third of the Sub-committee's members; and

(f) a review of the Sub-committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Sub-committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Sub-committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Sub-committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Sub-committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Sub-committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Sub-committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Sub-committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Sub-committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Sub-committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Sub-committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Sub-committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Sub-committee shall provide a written report to the Oceanic & Offshore Committee after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Sub-committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Sub-committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Sub-committee may propose amendments for Council's consideration.

7.2 *The Sub-committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

SPECIALIST SAILING COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Specialist Sailing Committee is to advise and report to Council on promoting co-operation and liaison between major events (including World Sailing Special Events), advising on the development of broadcast, sustainability and e-Sailing strategies, providing specialist input from pinnacle events to the development of World Sailing's Strategy, and advising on all non-Olympic pinnacle events owned or sanctioned by World Sailing Membership.

1.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

1.2 *In addition, the Chair of the Para Sailing Committee may, after consulting with their Committee, appoint a member of their Committee to be a member of the Specialist Sailing Committee and may change that member from time to time*

2. Membership

2.1 In accordance with section 50.3(d) of the Constitution an event sanctioned by World Sailing as a Special Event may nominate a person to the Specialist Sailing Committee with the written consent of that person's Member National Authority.

2.2 The Board may nominate up to 2 persons whose experience, knowledge or skills could contribute to the deliberations of the Committee.

3. Remit

3.1 The remit of the Committee is to advise and report to Council on:

(a) The coordination of World Sailing's global calendar of major sailing events

(b) Best practice in the promotion of major non-Olympic events and World Sailing Special Events including opportunities to benefit from economies of scale and collaborative effort to increase the coverage and global promotion of sailing and the number of E Sailing events conducted alongside major sailing events

(c) Initiatives major sailing events are taking to comply with World Sailing's Sustainability Agenda 2030 (as updated from time to time) and identifying initiatives that can be shared and improvements that can be made by collaboration between major events;

(d) Initiatives major sailing events are taking to adhere to World Sailing's policies in safeguarding, anti-doping and transgender;

(e) Initiatives major sailing events are taking to adhere to gender equity strategies both for athletes and officials;

(f) Initiatives major sailing events are taking on youth strategies, to ensure a youth pathway to that event.

3.2 At the request of the Board, the Committee will provide recommendations on matters relating to Special Events as they may arise from time to time including the sanctioning of new events as a World Sailing Special Event and recommendations for changes or improvements to Special Events processes and policy.

3.3 The Committee will provide input to other World Sailing committees and commissions as appropriate.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly, but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to

circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting

to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

TEAM RACING COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Team Racing Committee is to advise and report to Council on the the promotion and co-ordination of team racing throughout the world, world championships in team racing, rankings, and team race organization.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Team Racing Committee is to advise and report to Council on:

(a) policy for the World Sailing Team Racing World Championship and a World Sailing Youth Mixed Team Racing World Championship;

(b) the conditions and requirements for the selection of countries and venues to host Team Racing World Championships;

(c) the development of equipment to be used in Team Racing World Championships;

(d) the promotion of the World Sailing Team Racing World Championship as the premier team racing event in order to encourage as many worldwide countries as possible to participate;

(e) the championship guidelines and other relevant information to maintain and improve the quality and standards of the Team Racing World Championship;

(f) the promotion and co-ordination of team race sailing throughout the world; and

(g) technical aspects of team race sailing organization.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

TERMS OF REFERENCE

YOUTH EVENTS COMMITTEE

NB: Sections in italics are from the Constitution

1. Purpose

The purpose of the Youth Events Committee is to advise and report to Council on the promotion and co-ordination of youth racing throughout the world, the Youth Sailing World Championships and other major international youth fleet racing events.

2. Membership

2.1 *The Committee will consist of the following members appointed under Article 50:*

(a) *a Chair;*

(b) *a Vice-Chair; and*

(c) *up to 13 other members.*

3. Remit

3.1 The remit of the Committee is to advise and report to Council on:

(a) policy for World Sailing and other major international youth sailing events (excluding match and team racing events);

(b) the promotion of the Youth Sailing World Championships as the premier youth sailing event in order to encourage as many countries as possible to participate

(c) the Youth Sailing World Championships guidelines and other relevant information to maintain and improve the quality and standards of the World Sailing Youth Sailing World Championship;

(d) the conditions and requirements for the selection of countries and venues to host the Youth Sailing World Championship;

(e) proposed hosting requirements for the Youth Sailing World Championships; and

(f) the development of equipment to be used in the Youth Sailing World Championship and other major international youth fleet racing events and the Committee must liaise with the Equipment Committee in this respect.

3.2 The Committee must liaise with the Growth of Sailing Committee to ensure the development of pinnacle youth events promotes the growth of Sailing worldwide.

4. Authority

4.1 *The role of the Committee is to advise and report to Council on matters within its remit. It does not make decisions on behalf of World Sailing except:*

(a) *as set out in this section 4; or*

(b) *or as permitted by the Constitution, Regulations or any minuted decision of Council.*

5. Procedures

5.1 The Committee must meet at least once per year. *At least one meeting must be in person* but remote attendance by members who cannot attend in person is permitted. *The date and location of any in-person meeting must be approved by the Board* on proposal by the Chair and the Chair must consult with the Committee before making a proposal.

5.2 *The Committee may meet around the date of the ordinary annual meeting of the General Assembly but must not make a recommendation to be considered by another body which is meeting around the date of the same General Assembly (except in exceptional circumstances approved by the Board).*

5.3 *Meetings of the Committee are formally convened by the Chief Executive Officer on instruction from the Chair. The Chief Executive Officer must also convene a meeting when instructed by at least one-third of the Committee's members to do so.*

5.4 The agenda of meetings of the Committee is set by the Chair in consultation with the Chief Executive Officer. The agenda must include:

(a) apologies for absence;

(b) declarations of conflicts of interest;

(c) amendments to the minutes of the last meeting (if any are proposed under section 5.14);

(d) any outstanding Proposals assigned to the Committee;

(e) any items of business supported by at least one-third of the Committee's members; and

(f) a review of the Committee's annual work plan and progress made against it.

5.5 The agenda and supporting papers of each meeting must be published at least fourteen days before the meeting (unless the Chair decides there is good reason to circulate a paper in a shorter time). The agenda must be published on the World Sailing website.

5.6 Committee members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.

5.7 *The quorum for a meeting of the Committee is one-third of the total number of members.*

5.8 *If the Chair is unavailable, or unable to chair, the Vice-Chair will act as chair. If the Vice-Chair is unavailable, or unable to chair, the members present at the meeting must appoint one of their number to chair.*

5.9 *The Committee must allow any representative of a World Sailing Member to attend and observe its meetings, unless the Committee decides to hold a part or all of a meeting in private to discuss matters which are:*

(a) *confidential;*

(b) *legally privileged;*

(c) *commercially sensitive; or*

(d) *involve matters of personal privacy.*

The decision to hold a meeting in private should only be taken following consultation with the Chief Executive Officer.

5.10 The Committee may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).

5.11 The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view. Members must respect the Chair's decisions. As a guide:

(a) Each member of the Committee should be allowed to speak at least once on any item of business (unless they have a conflict of interest).

(b) Debate and discussion should be open and constructive. Remarks must be respectful and not negatively directed to any Committee member or other person present.

(c) Remarks must be kept short and relevant to the item of business.

(d) Members must not interrupt other members whilst they are speaking.

(e) Members should not expect to speak more than once on any item of business.

5.12 *Article 62 applies to voting and resolutions of the Committee.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.

5.13 Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*

5.14 Following the meeting, the Chief Executive Officer will prepare the draft minutes for the approval of the chair of the meeting. Once approved, the Chief Executive Officer must circulate them promptly to the Committee. Unless any amendments are proposed within seven days, the minutes are deemed approved. If any amendment is proposed, the chair of the meeting must decide whether to accept or reject the amendment. If the amendment is rejected, its proposer may require the next meeting to consider whether or not to make the amendment. This request must be made within seven days of the rejection being notified.

5.15 *The minutes must be published within 14 days of their approval on the World Sailing website unless the Committee decides that, for reasons of confidentiality, legal privilege, commercial sensitivity or personal privacy, a specific part of the minutes is to be redacted. The reason for any redaction must be stated.*

5.16 Committee members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

6. Reporting

6.1 The Chair of the Committee shall provide a written report to Council after each meeting and attach to it the approved minutes of the meeting.

6.2 *The Committee must prepare an annual work plan which is aligned to the World Sailing Strategy. The annual work plan must be approved by Council and be published with the Committee's minutes.*

7. Terms of Reference

7.1 Council may amend these terms of reference from time to time and the Committee may propose amendments for Council's consideration.

7.2 *The Committee must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before nominations open for committee appointments.*

7.3 *These terms of reference must be published on the World Sailing website.*

WORLD SAILING COMMISSIONS

Coaches Commission

Constituting the Commission

8.11.1 The Coaches Commission has been established by the Board to advise on coaching in the sport in accordance with Regulation 8.11.2.

Terms of Reference

8.11.2 The Coaches Commission shall:
(a) maintain a close liaison with coaches in the sport;
(b) debate coaching issues and make recommendations thereon to the Board;
(c) Inform and advise the Board in respect of the implications and implementation of an World Sailing Coaches' Code of Conduct, and all its provisions;
(d) shall present and consider proposed changes to the World Sailing Coaches' Code of Conduct to the Board for approval;
(e) inform and advise the Board in respect of the implications and implementation of educational material for coaches; and
(f) debate other matters that may be relevant to the coaches' interest;
(g) develop educational materials for coaches.

International Regulations Commission

Constituting the Commission

8.7.1 The International Regulations Commission has been established to provide advice on matters related to the regulation of recreational boats or craft by government actions or otherwise.

Terms of Reference

8.7.2 The Commission shall report to the Board and the Oceanic and Offshore Committee.
8.7.3 The Commission shall:
(a) monitor any legislation or actions by international or national institutions and national Governments or other similar bodies which affect the navigation, manning, construction, equipment, safety and use of recreational craft or the environment and take (in conjunction with National Authorities and other bodies representative of the users of all types of recreational craft) appropriate action in regard thereto;
(b) represent the interest of World Sailing, its Member National Authorities and all users with IMO and other international or national Institutions which concern navigation, manning, construction, equipment, safety and use of recreational craft in conjunction with, if appropriate, National Authorities and other bodies representative of the users of all types of recreational craft;
(c) liaise with relevant World Sailing committees in all matters affected by its work; and
(d) request Member National Authorities to report annually:
(i) whether the conditions for the free exercise of sailing have been changed;
(ii) the actions that should be taken to improve the situation.

Medical Commission

Constituting the Commission

8.1.1 The Medical Commission has been established to provide medical advice on sailing matters.

Terms of Reference

8.1.2 The Medical Commission shall:
(a) inform and advise the Board in respect of the implications and implementation of World Anti-Doping Code, and all its provisions;
(b) ensure that such annual changes as are made to the World Anti-Doping Code List of Prohibited Substances and Methods are published and made known to Member National Authorities, so that these may be disseminated to competitive sailors worldwide;
(c) advise and assist the Board in the practical enforcement of the World Anti Doping Code;
(d) in accordance with the procedures in the World Anti-Doping Code International Standard for Therapeutic Use Exemptions, be the Therapeutic Use Exemption Committee (TUEC) appointed to:
(i) consider and process, via the Executive Office, requests from competitors for dispensation for TUE and issue such Certifications of Approval;
(ii) report to WADA, through the ADAMs system, the granting of all TUES;
(e) consider and advise the Board on medical matters affecting all branches of sailing served by World Sailing;
(f) if requested by the Board, make investigations into aspects of sailing which have or may have an effect upon the physical or mental health of sailors.

Safety Commission

Constituting the Commission.

8.15.1 The Safety Commission has been established for the purpose set out in

Regulation 8.15.

8.15.2 There shall be at least nine members of the Commission including;
(a) A suitably qualified Chair appointed by the Board.
(b) A Board Liaison Vice-President;
(c) A member of the Medical Commission ;
(d) A member of the Oceanic & Offshore Committee ;
(e) A member of the Equipment Committee;
(f) A member of the Athletes' Commission ;
(g) A member of the Coaches Commission ;
(h) A member of the Events Committee ;
(i) A member of the Race Officials Committee ;
With the exception of the Chair all members of the Safety Commission are required to be members of an existing World Sailing Commission or Committee. Those with other specific areas of expertise (i.e., ISO standards, race management, foiling, high speed racing and special events) may be co-opted as required.

Terms of Reference.

8.15.3 The Safety Commission shall:
(a) analyse incidents received by the World Sailing Safety Panel;
(b) make recommendations and identify relevant bodies within World Sailing to develop safety procedures or corrective actions where appropriate;
(c) monitor work relating to safety made by Committees, Commissions and other relevant bodies within their subject relevant areas;
(d) coordinate any combined/collaborations of work on safety related matters progressed by other Committees, Commissions and other relevant bodies;
(e) report progress on safety related matters to the Safety Panel which advises the Board;
(f) promote and advocate safety matters within World Sailing and the sport of sailing generally; and
(g) develop educational materials for stakeholders.
8.15.4 The Commission shall report to the Board and shall also produce an annual report to the Council.
8.15.5 The Commission may adopt its own rules of procedure to govern its meetings and operations.

Sailor Categorization Commission

Constituting the Commission

8.10.1 The Sailor Categorization Commission has been established to provide technical advice on Regulation 22, the World Sailing Sailor Categorization Code.

Terms of Reference

8.10.2 The Sailor Categorization Commission shall:
(a) inform and advise the Board in respect of the implications and implementation of the World Sailing Sailor Categorization Code, and all its provisions;
(b) shall present proposed changes to the World Sailing Sailor Categorization Code to the Board for approval;
(c) shall ensure approved changes to the World Sailing Sailor Categorization Code are published and made known to Member National Authorities, so that these may be disseminated to competitive sailors worldwide;
(d) liaise with events and classes that use the World Sailing Sailor Categorization Code;
(e) consider and process and manage, via the World Sailing website, applications and appeals form competitors for Categorization and to assign such certifications of Categorization group;
(f) liaise with the Oceanic and Offshore Committee and other World Sailing committees to ensure the correct application of the Categorization Code;
(g) maintain a list of sailors and their assigned Categorization group on the World Sailing website;
(h) be convened annually, when necessary, in order to consider any issues or proposed changes to the World Sailing Categorization Code; and
(i) publish and maintain up to date on the World Sailing website a set of Frequently Asked Questions (FAQs) to assist sailors in understanding the Code and its interpretations. It may be changed at any time.

Sustainability Commission

Constituting the Commission

8.8.1 The Sustainability Commission has been established to advise World Sailing on the development of its sustainability vision, strategy and practical implementation within the sport and support World Sailing's new position of leadership in the sustainable sport movement.

8.8.2 There shall be eight members of the Commission, at least six of whom shall be comprised as follows:
(a) one person from the international academic community with expertise in oceanography;
(b) one person from the international academic community with expertise in materials and marine engineering sustainability;
(c) one person with expertise in event sustainability;
(d) one person with leadership in the area of sustainability within sailing;
(e) one person with experience of the organisation of high impact international sailing events; and
(f) one current Olympic or professional competitor with experience of international events.

Terms of Reference

8.8.3 The Sustainability Commission shall be responsible to the Board.
8.8.4 The Sustainability Commission shall:
(a) develop a long-term sustainability vision for World Sailing ("Vision 2030");
(b) develop a set of stretching but achievable sustainability goals and measures for the sport in order to realise the vision;
(c) propose research projects that are undertaken in conjunction with World Sailing's partners and academic institutions to validate and set appropriate sustainability targets for the sport
(d) propose research projects that are undertaken in conjunction with World Sailing's partners and academic institutions to identify specific solutions to meet World Sailing's sustainability goals;
(e) support the Executive Office as requested through the Chief Executive Officer with delivery of the World Sailing sustainability strategy;
(f) contribute to the planning and delivery of the annual Sustainability Forum at the World Sailing conference;
(g) contribute and review the World Sailing annual sustainability report; and
(h) act as World Sailing ambassadors across the sport in all matters related to sustainability, actively promoting the vision and work of the sport.

World Sailing

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