

Procedures for Appointing Race Officials Seminar & Clinic Instructors

October 2024

1. GENERAL

- 1.1 This document outlines the policy for Sub-Committees to recommend new instructors for Race Officials Committee (ROC) approval.
- 1.2 As agreed by the World Sailing Race Officials Committee, these procedures apply to:
 - (a) the criteria for seminar and clinic instructors; and
 - (b) the procedures to be used for the applications and appointments of instructors.

2. CRITERIA

- 2.1 Below is a list of qualifications that a seminar/clinic instructor should be assessed against.
- 2.2 For each skill and ability, the following scale can be used: not acceptable, needs improvement, acceptable, good, and excellent. The qualifications are divided into some overall categories.
 - (a) Instructor Skills:
 - (i) Teaching skills
 - (ii) Communication skills
 - (iii) Command of written and spoken English
 - (iv) Knowledge of languages other than English is desirable (clinic instructors only)
 - (v) Ability to give participants a coherent learning experience
 - (vi) Ability to write and develop presentations
 - (vii) Ability to deliver clear and coherent presentations
 - (viii) Ability to lead group discussions and involve all participants
 - (ix) Ability to recognize different learning modes of participants
 - (x) Ability to adapt to participants and situation
 - (xi) Ability to encourage participants to develop their skills
 - (xii) Ability to employ a variety of teaching techniques
 - (xiii) Understanding of learning abilities and disabilities
 - (xiv) Ability to assess individuals' performance and to say "not yet" and give feedback
 - (b) Organization Skills:
 - (i) Organization and administrative skills
 - (ii) Time management skills
 - (iii) Completing paperwork in a timely fashion
 - (iv) Ability to work in different countries and cultures
 - (v) Ability to handle confidential information
 - (vi) Sharing of ideas and concerns with other instructors
 - (vii) Contribution to development of seminar/clinic programme
 - (c) Standing as a Race Official
 - (i) Level of competence as race official in the discipline

- (ii) Experience as race official in the discipline
 - (iii) Adherence to World Sailing policies
 - (iv) Familiarity with the whole range of activities in the discipline (high and low level)
- (d) Experience and Availability:
- (i) Training as educator or instructor
 - (ii) Experience as educator, instructor or coach in other spheres
 - (iii) Experience as participant in World Sailing seminar(s) as participant
 - (iv) Experience as instructor in international seminar/clinics
 - (v) Experience as instructor in national seminar/clinics
 - (vi) Experience with organizing seminars and clinics
 - (vii) Availability as instructor

3. PROCEDURES FOR APPLICATIONS & APPOINTMENTS

- 3.1 The Sub-Committee publishes a call for new instructors, e.g., in their newsletter or in an email to all officials in the discipline. It is recommended that the call states the number of new instructors that is needed and any other limits/targets such as geographical distribution, disciplines etc.
- 3.2 Candidates apply to the Race Officials Administrator. They may send a Curriculum Vitae, if required in the call.
- 3.3 The Sub-Committee Chair / existing instructors may identify candidates and invite them to apply for appointment. Officials may also suggest other officials. In the latter case, the suggested official should be asked whether he/she is interested.
- 3.4 This document is sent to all candidates.
- 3.5 All Sub-Committee members are informed about the complete list of applicants. The members who are not instructors may give recommendations about applicants to the Sub-Committee Chair.
- 3.6 The list of applicants and the input from Sub-Committee members are forwarded to all existing instructors with a request to give recommendations. In the case where there are concerns or a recommendation not to appoint it should be expressed in terms of the criteria above.

4. APPROVALS

- 4.1 The Sub-Committee makes the recommendation to ROC to appoint a candidate or reject their application. ROC makes the final decision to appoint or reject a candidate.
- 4.2 Successful candidates will be informed in writing by the Sub-Committee Chair that formal appointment is subject to completing a satisfactory assessment as assistant instructor at a seminar. All appointed seminar instructors are also appointed clinic instructors.
- 4.3 Candidates may be appointed by the Chair of the Sub-committee as a 'Trainee Instructor' at any time. However candidates shall only be appointed as a qualified Instructor after proper evaluation of the candidate. For this evaluation the candidate

must serve with other instructors at the clinics and/or seminars. Trainee Instructors may only instruct under the supervision of an already qualified instructor. The instructor shall provide feedback to the trainee instructor and shall report his assessment to the Sub-committee.

5. REJECTIONS

- 5.1 Candidates who are rejected will be informed in writing by the Chair of the relevant Sub-Committee, with reasons for non-approval.

6. NUMBERS & RENEWALS

- 6.1 Sub-Committees are responsible for ensuring instructor numbers meet demand.
- 6.2 Seminar. / Clinic instructors are appointed / renewed annually at the World Sailing Conference and nonactive instructors may not be renewed depending on reasons for non-activity.
- 6.3 Sub-Committees will provide ongoing support to all instructors and may organise regular meetings to encourage consistency and development.

ATTACHMENT – DISCIPLINE SPECIFIC CRITERIA AND REQUIREMENTS

1. International Judges Sub-Committee (IJSC)

- a. A candidate for International Judges (IJ) seminar instructor must be an experienced presenter or instructor of the Racing Rules of Sailing, and of judging skills, or equivalent.
- b. Overall experience of any instructor candidate shall be of at least 2 full terms as IJ.

2. International Measurers Sub-Committee (IMSC)

- a. International Measurer (IM) seminar instructors must be highly experienced in as wide a field of classes as possible (preference to multi-class IMs).
- b. IM clinic instructors must be highly experienced in certification measurement (preference to IMs of measurement-controlled classes, especially those following the Equipment Rules of Sailing).
- c. Overall experience of any instructor candidate shall be of at least 2 full terms as IM.

3. Race Management Sub-Committee (RMSC)

- a. IRO seminar instructors must be experienced in principal events of Olympic classes and/or principal events of big boat classes. This requirement does not apply to clinic instructors.
- b. Overall experience of any instructor candidate shall be of at least 2 full terms as IRO.

4. International Umpires Sub-Committee (IUSC)

- a. IU seminar instructors must already be an approved performance assessor. This requirement does not apply to clinic instructors.

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