

TERMS OF REFERENCE

SAILOR CATEGORISATION COMMISSION

NB: Sections in italics are from the Constitution

1. Purpose

1.1. The duties of the Sailor Categorisation Commission are to:

- (a) inform and advise the World Sailing Board in respect of the implications and implementation of the World Sailing Sailor Categorisation Code and all its provisions;
- (b) shall present proposed changes to the World Sailing Sailor Categorisation Code to the World Sailing Board for approval;
- (c) shall ensure approved changes to the World Sailing Sailor Categorisation 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 C Code;
- (e) consider and process and manage, via the World Sailing website, applications and appeals from competitors for C and to assign such Certifications of Categorisation Group;
- (f) liaise with other World Sailing Committees to ensure the correct application of the Categorisation Code;
- (g) maintain a list of Sailors and their assigned Categorisation Group on the World Sailing website;
- (h) be convened annually, when necessary, to consider any issues or proposed changes to the World Sailing Categorisation 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. FAQs may change at any time.

2. Membership

- 2.1. The Commission is appointed by the Board.
- 2.2. The Commission shall be comprised of up to nine members with specific expertise and interest in Categorisation.
- 2.3. The term of office for the Commission is for four years from the date of appointment. The members of the Commission are eligible for re-appointment for one additional term of office unless there are exceptional circumstances as determined by the Board to permit further terms.

3. Authority

- 3.1. The role of the Commission is to make recommendations on the matters within its remit. It does not make decisions on behalf of World Sailing except as permitted by the Constitution, Regulations or any minuted decision of Council.

4. Procedures

- 4.1. The Commission 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 Commission before making a proposal.
- 4.2. Commission members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.
- 4.3. The quorum for a meeting of the Commission is one third of the membership.
- 4.4. Due to the nature of the Commission's work it is noted that meetings may be in private to discuss matters which are:
 - 4.4.1. confidential;
 - 4.4.2. legally privileged;
 - 4.4.3. commercially or financially sensitive; or
 - 4.4.4. involve matters of personal privacy.
- 4.5. The Commission may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).
- 4.6. The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view.
- 4.7. *Article 62 applies to voting and resolutions of the Commission.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.
- 4.8. Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*
- 4.9. Commission members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

5. Expenses

- 5.1. The positions on the Commission are voluntary and not remunerated. World Sailing will reimburse travel prior approved by Executive Office which is necessary to attend meetings on behalf of World Sailing. For the avoidance of doubt this does not include travel to and attendance at the World Sailing Annual Conference.

6. Terms of Reference

- 6.1. The Board may amend these terms of reference from time to time and the Commission may propose amendments for the Board's consideration.
- 6.2. The Commission 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 the end of the Commission's four-year term of office.
- 6.3. These terms of reference must be published on the World Sailing website.