



Race Management Criteria for Race Officers and Course Conductors

Effective January 1, 2016

Glossary of acronyms and terms

ACM – Annual Certification Meeting

AML – Sail Canada Assistant Mark Layer, a Mark Layer certified by the PSA

ARO – Assistant Race Officer, the first of four levels of Sail Canada certification for Race Officers

CRO – Club Race Officer, the second of four levels of Sail Canada certification for Race Officers

DRO – Deputy Race Officer, a World Sailing term to identify a race officer with the ability to take over the duties of the Race Officer

IRO – International Race Officer, a World Sailing term to identify a race officer of the highest ability, certified by World Sailing

World Sailing – The world governing body for the sport of sailboat racing

Mentor – a World Sailing term, used somewhat interchangeably with ‘Consultant’ or ‘Representative’ to denote a senior race officer acting as a guide and resource on the water for a race officer working toward a higher skill level

ML – Sail Canada Mark Layer, a Mark Layer certified by the Sail Canada RMSC

MNA – Member National Authority, the governing body for sailing in any country

NRO – National Race Officer, the fourth of four levels of Sail Canada certification for Race Officers

OA – Organizing Authority, the body, be it a club, class association, or other, with overall responsibility for initiating a regatta and seeing it through to completion

PRO – Principal Race Officer, a World Sailing term to identify a Race Officer with overall ‘on the water’ responsibility for the conduct of a regatta with more than one race course and hence more than one Race Officer

PSA – Provincial Sailing Association, the governing body for the sport of sailing within each province

RO – Race Officer, a World Sailing term to identify the race official with overall ‘on the water’ responsibility for the conduct of racing on a single race course.

RRO – Regional Race Officer, the third of four levels of Sail Canada certification for Race Officers

RMCC – Race Management Course Conductor, a RRO or higher certified individual qualified to instruct the requisite courses for those seeking certification as ARO or CRO.

MMCC – Race Management Master Course Conductor, a RMCC with a NRO or IRO certification who has been trained to instruct the Sail Canada Advanced Race Management Course to applicants seeking RRO/NRO certification.

SC – Sail Canada, our MNA – the governing body for sailing in Canada



ASSISTANT RACE OFFICER (ARO)

Description

An Assistant Race Officer (ARO) is capable of assisting in the running of a race as a member of the Race Committee crew of a regatta.

Certification

- Certification as a Sail Canada ARO is managed by the PSAs.
- Certification is valid for four years*¹.

Prerequisite

- Sailing or boating experience.
- Successful completion of the 4 hour Sail Canada ARO Race Management Seminar presented by a Sail Canada Race Management Course Conductor (RMCC).

Training Book requirements

- Join the Race Committee Team!

Supporting Documentation

- PSA record of successful completion of Sail Canada ARO Race Management Seminar.

Recertification

- By the PSAs after evidence of an applicant having served on race committees at four or more events in the previous certification period.
- Application to PSA for re-certification on Sail Canada Race Officer Application Form

CLUB RACE OFFICER (CRO)

Description

A Club Race Officer (CRO) manages the 'on the water' activities of regattas at club level.

Certification

- Certification as a Sail Canada CRO is managed by the PSAs*⁵.
- Certification is valid for four years*¹.

Prerequisite

- Successful completion of the 12 hour Sail Canada CRO Race Management Seminar presented by a Sail Canada RMCC.
- Record of practical experience in Race Committee organization, as Race Officer (RO), at a minimum of two events.
- Must have Pleasure Craft Operator Card (PCOC) or equivalent.
- Must have a Restricted Operator Certificate (Maritime) (ROC (M)) or equivalent.

Training Book requirements

- Join the Race Committee Team!
- Current Racing Rules of Sailing (Sail Canada version).
- Current edition of Sail Canada Race Management Manual.

Supporting Documentation

- PSA record of successful completion of Sail Canada CRO Race Management Seminar.
- The names of two Race Officers, Regatta Organizers or Yacht Club Officials with whom or for whom the applicant has worked.
- A Sail Canada Race Officer Application form.

Recertification

- By the PSAs after evidence of an applicant having served on race committees at four or more events (minimum of two as RO) in the previous certification period.
- The names of two Race Officers, Regatta Organizers or Yacht Club Officials with whom or for whom the applicant has worked.
- Application to PSA for re-certification on Sail Canada Race Officer Application Form.



REGIONAL RACE OFFICER (RRO)

Description

A Regional Race Officer (RRO) manages the 'on the water' activities of provincial, regional and national championships, utilizing a variety of race and course formats.

Certification

- Certification as Sail Canada RRO is managed by Sail Canada Race Management Sub-Committee.
- Certification is valid for four years*¹.

Prerequisites

- A minimum of two years service as CRO
- In order to be considered for certification, the candidate must meet the **Sail Canada Race Certification Matrix - Regatta Levels – Guidelines**
- Successful completion of the Sail Canada Advanced Race Management Seminar*³ within four years prior to application.
- Evidence of experience at different venues with varying racing conditions*² and formats*²
- Must have Pleasure Craft Operator Card (PCOC) or equivalent.
- Must have a Restricted Operator Certificate (Maritime) (ROC(M)) or equivalent.

Training Book requirements

- Current Racing Rules of Sailing (Sail Canada version).
- Current edition of Sail Canada Race Management Manual.
- Access to World Sailing cases, Sail Canada appeals and World Sailing Q&A's as available on www.sailing.ca and/or www.sailing.org.

Supporting Documentation

- Record of successful completion with a mark of 70% or greater of the Sail Canada Advanced Race Management Seminar*³.
- A Sail Canada Race Officer Application form.
- For a regatta at which the applicant served as RO provide the following:
 - Sailing Instructions prepared by the applicant,
 - Any amendments to those Sailing Instructions,
 - Final Results
- A contact list, including names, telephone numbers and email addresses, of nationally certified officials, such as ROs, Judges and Umpires, who have served with the applicant during his/her time as Club RO. Reference forms will be sent by the RMSC to selected referees.

Recertification

- By the Sail Canada RMSC
- In order to be considered for recertification, the candidate must meet the **Sail Canada Race Certification Matrix - Regatta Levels - Guidelines**
- Application to Sail Canada for re-certification on Sail Canada Race Officer Application Form
- Evidence of professional development activities undertaken by the candidate. *⁴
- Attendance at the Sail Canada Advanced Race Management Seminar (or equivalent*³) within past four years.
- The applicant's Race Management activities should be at least 50% at a level commensurate with their current certification level.



NATIONAL RACE OFFICER (NRO)

Description

A National Race Officer (NRO) is capable of managing, as RO or PRO, the 'on-the-water' operations of national and international championships of above average size and complexity. The NRO is familiar with all racing formats. The NRO is familiar and has experience in every area of conducting a multi class regatta from participation as a member of the OA to leader of the race committee

Certification

- Certification as Sail Canada NRO is managed by Sail Canada Race Management Sub-Committee.
- Certification is valid for four years*¹

Prerequisites

- A minimum of two years service as RRO
- In order to be considered for certification, the candidate must meet the **Sail Canada Race Certification Matrix - Regatta Levels - Guidelines**
- Successful completion of the Sail Canada Advanced Race Management Seminar (or equivalent*³) within four years prior to application.
- Evidence of experience at different venues with varying racing conditions*² and formats*²
- An 'on-the-water' assessment by peers and/or mentors who are certified at NRO, NJ or higher.
- Must have Pleasure Craft Operator Card (PCOC) or equivalent.
- Must have a Restricted Operator Certificate (Maritime) (ROC(M)) or equivalent.

Training Book requirements

- Current Racing Rules of Sailing (Sail Canada version).
- Current edition of Sail Canada Race Management Manual.
- Access to World Sailing cases, Sail Canada appeals and World Sailing Q&A's as available on www.sailing.ca and/or www.sailing.org.

Supporting Documentation

- Record of successful completion with a mark of 90% or greater of the Sail Canada Advanced Race Management Course (or equivalent*³).
- A Sail Canada Race Officer Application form.
- For a regatta at which the applicant served as RO provide the following:
 - Sailing Instructions prepared by the applicant,
 - Any amendments to those Sailing Instructions,
 - Final Results
- A contact list, including names, telephone numbers and email addresses, of nationally certified officials, such as ROs, Judges and Umpires, who have served with the applicant during his/her time as NRO. Reference forms will be sent by the RMSC

Recertification

- By the Sail Canada RMSC
- In order to be considered for recertification, the candidate must meet the **Sail Canada Race Certification Matrix - Regatta Levels - Guidelines**
- Application to Sail Canada for re-certification on Sail Canada Race Officer Application Form.
- Evidence of professional development activities undertaken by the candidate. *⁴
- Attendance completion of Sail Canada Advanced Race Management Seminar (or equivalent*³) within past four years.



INTERNATIONAL RACE OFFICER (IRO)

Description

An IRO is responsible for the Organization and management of International racing events and may serve as the RO, the PRO, as a Class appointed Course Representative, as a Member National Authority (MNA) appointed Course Representative or as a World Sailing appointed Course Representative Certification

Certification

- By the World Sailing.
- Prior to being nominated as an IRO candidate by Sail Canada, the applicant must be approved by the Sail Canada RMSC. Approval criteria consist of verification by the Sail Canada RMSC of the requirements stated in World Sailing Regulations.

Prerequisites for Submission to World Sailing by Sail Canada

- The first time applicant must have served as a Sail Canada certified NRO for a minimum of four years.
- The applicants must file their applications with Sail Canada by July 1st of the year they wish to be considered by World Sailing

Supporting Documentation

Completed World Sailing application form available on the World Sailing website.

Recertification

By World Sailing



SAIL CANADA ASSISTANT MARK LAYER (AML)

Description

- An AML is capable of assisting a mark layer as a member of the Race Committee crew of a regatta.

Certification

- Certification as a Sail Canada AML is managed by the PSAs.
- Certification is valid for four years from issuance of certificate.

Prerequisites

- Successful completion of the four hour Sail Canada AML Course given by a Sail Canada Race Management Course Conductor (RMCC).
- Recommended to have Pleasure Craft Operator Card (PCOC) or equivalent.
- Recommended to have a Restricted Operator Certificate (Maritime) (ROC(M)) or equivalent.

Training Book requirements

- To be determined

Supporting Documentation

- Record of successful completion of Sail Canada Assistant Mark Laying Seminar.
- A Sail Canada Race Officer Application form.

Recertification

- By the PSA after evidence of service at a minimum of two events per certification period as an assistant mark layer.
- Submit application for re-certification to the PSA using a Sail Canada Race Officer Application form.

SAIL CANADA MARK LAYER (ML)

Description

A Mark Layer (ML) is capable of managing the mark laying operations of a regatta as part of the Race Committee crew.

Certification

- Certification as Sail Canada ML is managed by Sail Canada Race Management Sub-Committee.
- Certification is valid for four years*¹.

Prerequisites

- Sailing Experience.
- Certified as an Assistant Race Officer (ARO) and Assistant Mark Layer (AML).
- Successful completion, within four years prior to application, of the six hour Sail Canada Mark Laying Course with three hours of practical exercises given by a Sail Canada Race Management Course Conductor (RMCC).
- Responsible for laying marks at two provincial or higher level regattas
- Must have Pleasure Craft Operator Card (PCOC) or equivalent.
- Must have a Restricted Operator Certificate (Maritime) (ROC(M)) or equivalent.

Training Book requirements

- Current Racing Rules of Sailing (Sail Canada version).
- Current edition of Sail Canada Race Management Manual.

Supporting Documentation

- Record of successful completion of Sail Canada Mark Laying Seminar.
- A Sail Canada Race Officer Application form.

Recertification



- By the Sail Canada RMSC after evidence of an applicant having served as Mark Layer at four or more events in the previous certification period.
- Application to Sail Canada for re-certification on Sail Canada Race Officer Application Form

RACE MANAGEMENT COURSE CONDUCTOR (RMCC)

Description

A Race Management Course Conductor (RMCC) is a RRO or higher who has been trained to present Sail Canada Race Management Seminars to those seeking certification as ARO, CRO, AML or ML.

Certification

Certification as Sail Canada RMCC is managed by Sail Canada Race Management Sub-Committee. Certification is valid for four years*¹.

Prerequisites for Certification

- Minimum of two years certification as RRO or higher
- Successful completion of a Sail Canada Race Management Course Conductors Seminar or successfully organizing and conducting two ARO and/or CRO Race Management Seminars under the supervision of a currently certified RMCC.

Supporting Documentation

- A Sail Canada Race Officer Application form.
- A list of all courses delivered during the preceding two-year period, including names, current email addresses of the Course chairman and/or Host Official and the supervising RMCC.

Recertification

- By the Sail Canada RMSC after evidence of an applicant having conducted three Race Management Seminars per certification period
- A Sail Canada Race Officer Application form.

RACE MANAGEMENT MASTER COURSE CONDUCTOR (RMMCC)

Description

A Race Management Course Conductor (RMMCC) is a NRO or higher who has been trained to present Sail Canada Advanced Race Management Seminar to those seeking certification as RRO or NRO.

Certification

Certification as Sail Canada RMCC is managed by Sail Canada Race Management Sub-Committee. Certification is valid for four years*¹.

Prerequisites for Certification

- Current certification as NRO or higher
- Minimum of two years certification as RMCC.
- Successful participation as instructor trainee at a Sail Canada Advanced Race Management Seminar.

Supporting Documentation

- A Sail Canada Race Officer Application form.
- A list of all courses delivered during the preceding four-year period, including names, current email addresses of the Course chairman and/or Host Official and the supervising RMMCC.

Recertification

- By the Sail Canada RMSC after evidence of an applicant having participated in a minimum of one Advanced Race Management Seminars per certification period
- A Sail Canada Race Officer Application form.



SAIL CANADA RACE MANAGEMENT SUB-COMMITTEE (RMSC) POLICIES

***¹ Certification Period**

- The RMSC meets each fall to consider applications for certification (Annual Certification Meeting).
- Applications for consideration to be considered at that meeting must be submitted to Sail Canada Office prior November 15th.
- Applications approved at the ACM will be for a 4-year period commencing on January 1st following approval.

***² Venues with varying racing conditions*² and formats*²**

- Varying racing condition would include depths, currents, tides, winds, etc
- Varying formats would include fleet, match, radio, board, team, offshore.

***³ Sail Canada Advanced Race Management Seminar**

- The RMSC annually holds an Advanced Race Management Seminar for Race Officers as a prerequisite to applying for certification as Regional or National Race Officers.
 - As the seminar is continually being updated and the value of the course is partly in the interchange of ideas between senior Race Officers from various regions the RMSC feels there is value in participating more than once
- The RMSC will also accept equivalent courses in place of the Sail Canada Advanced Race Management Course for those who have previously successfully completed the Sail Canada Advanced Race Management Course.
 - World Sailing Race Management Course or Seminar
 - US Sailing Advanced Race Management
 - Other courses upon approval of the RMSC

***⁴ Professional Development Activities**

- Examples of Professional Development Activities include the following:
 - World Sailing RM courses, US Advanced RM course or similar courses in other jurisdictions, judge seminars, race management symposiums, race management related committee work.

***⁵ Provincial Race Management Certification Committee**

- A provincial Race Management Certification Committee will consist of a minimum of three members and the Chairman shall be a Regional Race Officer or higher. If a PSA is unable to fulfill this responsibility, the RMSC will assume that role for issuing certifications until the PSA is able to do so.
- The PSA may issue certifications for AML's and ARO's.

Deputy Race Officer (DRO)

World Sailing defines the DRO as:

- A person, working on the main committee boat with the Race Officer, who would be capable of taking over as Race Officer in an emergency.
- For certification purposes the RMSC will accept that the DRO can be assigned duties on any RC boat on the course



Award of Advanced Certification to Applicants from other Jurisdictions (Lateral Transfer)

- On a case by case basis the RMSC may waive prerequisite requirements for certification where applicants are certified by another national authority, provided that the applicant successfully challenges the appropriate Sail Canada exam.



Sail Canada Race Management - Policy for Decertification

- In certain circumstances, Sail Canada Certified Race Officer certifications may be reduced, either by the choice of the individual or other extenuating circumstances as follows:
 - **Voluntary Reduction**
 - Race Officer certification can be reduced to any level at the request of an applicant, provided the applicant meets the requirements for the requested level as set out in these Sail Canada CRITERIA for RACE OFFICERS and COURSE CONDUCTORS
 - **Failure to apply for recertification upon expiry**
 - Any candidate failing to apply for recertification upon the expiry date of their current level will be removed from the active Race Officer Listing, but will be reinstated if application for recertification is received within one year, and the applicant meets the requirements
 - Failure to apply within the stated period will result in permanent removal from the active list.
 - If a RRO or NRO fails to apply for recertification within the one-year period, upon request, the RMSC, at its discretion, may recommend that their PSA recertify them at the CRO level.
 - **Failure to meet minimum level for Recertification**
 - In the event that an applicant fails to meet the minimum requirements for recertification the applicant will be reduced to the level commensurate with the level achieved in their application.
 - Applicants falling into this category will have an opportunity to be reinstated at their previous level if they can meet the minimum requirement within a period of one year from the certification reduction.
 - **Action resulting from a complaint about the performance of a Sail Canada Race Officer**
 - In the event of the receipt of valid complaint regarding the performance or demeanor of a Race Officer, the RMSC shall:
 - Inform the Race Officer in writing of the complaint;
 - Request a list of references from the Race Officer
 - Form a sub-group of no more than three members of the RMSC to review the case, interview the Race Officer in question and contact the references
 - Formulate a recommendation to be raised to the ***Sail Canada Training and Certification Committee*** for decision
 - **Appeal**
 - Appeals resulting from an involuntary decertification can be made in writing directly to the ***Sail Canada Training and Certification Committee***



Sail Canada Race Certification Matrix - Regatta Levels - Guidelines

- ° For the purpose of certification and recertification regattas can be classified according to the level of complexity and or significance involved:
 - Level One
 - Regattas with high levels of complexity or major significance, e.g.
 - National/International Regattas (minimum 3 scheduled race days) and more than 50 entries
 - North American or World Championships
 - Sail Canada Title Events with a minimum of 4 days and more than 50 entries
 - Level Two
 - Regattas with medium level of complexity, e.g.
 - National/International regattas with less than 50 entries
 - Sail Canada Title Events with less than 50 entries
 - Sail Canada Regional Events with a minimum of 3 days and more than 35 entries
 - Other Regional events with of minimum 3 days and more than 35 entries
 - Level Three
 - Regattas with basic level of complexity, e.g.
 - Provincial Championships of at least 2 days
 - Minor regional events of at least 20 entries
 - Major inter-club regattas of at least 20 entries
 - Level Four
 - Basic Regattas
 - Club Regattas

The RMSC will assess events submitted by candidates to determine their applicable level



Sail Canada Race Certification Matrix

- Based upon the Regatta Level assigned participation points will be awarded as follows:

	Level One	Level Two	Level Three	Level Four
RO	10	7	4	2
DRO	8	5	2	0
PRO	4	3	1	0
Mentor/TD	4	4	2	2
ARO	3	2	1	0

* **Note:** if the applicant, while acting as a PRO, was also acting as a Course Race Officer, points will be awarded on the basis of the applicable RO level.

- As a Guideline for certification or recertification as RRO or NRO:
 - Applicants for Regional Race Officer Certification must achieve a minimum of 20 points including:
 - Minimum of 12 points as RO at Level Three events or higher.
 - Minimum of 4 points outside the applicants immediate vicinity^{*4}
 - Applicants for National Race Officer Certification must achieve a minimum of 30 points including:
 - Minimum of 20 points as RO at Level Two events or higher.
 - Minimum of 14 points outside the applicants vicinity^{*4}
 - NOTE - Events submitted for certification or recertification must postdate any prior certification applications. Events may be used only once.

^{*4}An area away from the applicants home club, which is seen to have substantial different sailing conditions