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## GUIDELINES ON THE CONDUCT & COMPETENCE OF RYA RACE OFFICIALS

These Guidelines are published to set out the powers and obligations of the RYA administration, the Race Management Committee, the Judging and Umpiring Committee and the Racing Committee in dealing with complaints received concerning the conduct and competence of RYA-certified Race Officials.

1. When comments of whatever nature are received by the RYA administration, they will be considered by the staff member responsible jointly with the Chairman of the Race Management Committee or the Judging and Umpiring Committee as appropriate. If the comment is especially complimentary, the Race Official should be informed immediately. If it is critical, it should be classified as either insignificant, minor, major or urgent and serious on the following basis:
  - (a) Insignificant Reports – reports which are considered not to be of any significance in relation to the competence or conduct of the certified Race Official concerned.
  - (b) Minor Reports – reports which are relevant to the conduct or competence of the Race Official and may be passed to him to assist in improving his technique, but which are not serious enough to warrant any disciplinary action.
  - (c) Major Reports – reports which allege misconduct or a lack of competence serious enough to warrant a formal investigation and possible sanctions. Major Reports may include a series of Minor Reports commenting on the same or similar problems.
  - (d) Urgent and Serious Reports – reports which allege misconduct or a lack of competence so serious that it would be appropriate to consider immediate suspension of the Race Official and a formal investigation.
2. Reports will be categorised as insignificant unless they are in writing and signed and made by either a Race Official, a competitor or another party with first hand contact with the Race Official involved.
3. Where a report or complaint is categorised as insignificant or minor, no further action shall be taken except as provided in Paragraph 4.
4. Where a report or complaint is categorised as minor, it shall be recorded by the staff member responsible. If a number of minor reports or complaints are received, they will be passed on to the Race Official concerned for his information. The purpose of doing so will be primarily to educate the Race Official, and advice and assistance will be provided by the RYA to help overcome any problems that he may have.
5. Where a report or complaint is categorised as Major or as Urgent and Serious, the matter will be reported to the Chairman of the relevant Committee (see para 1 above). The relevant Chairman will be responsible for deciding whether to initiate an investigation and (if so) whether to suspend the Race Official's qualification pending the outcome of the investigation, having taken such advice as he considers appropriate.
6. If the conduct alleged is such that it is considered by the RYA that it comes within the ambit of RRS 69.2, the matter shall be dealt with under that provision.

7. This paragraph applies to an RYA national Race Official who is also an ISAF international Race Official. If the Race Official is sanctioned by ISAF in accordance with ISAF Regulation 34 then the relevant Chairman may, without further investigation, impose an equivalent sanction in relation to the Race Official's RYA qualification(s) insofar as may be reasonably practicable.
8. Where the matter falls outside the scope of Rule 69.2 and is not a matter of the type referred to in Paragraph 7 and the relevant Chairman decides that an investigation should be undertaken, he shall appoint a panel to investigate the report. The panel shall comprise up to three experienced and independent Race Officials in the discipline concerned, appropriate to make a timely investigation (normally within three months). The Race Official concerned shall be informed of the investigation at its inception, and of the complaints made, and shall be supplied with all relevant documents. He shall be entitled to answer the allegations in writing or orally if he so elects.
9. The panel shall investigate the report and make a recommendation to the relevant Chairman that no further action should be taken; that a minor sanction should be imposed; or that the matter may require a more serious sanction, such as the withdrawal of the Race Official's qualification, in which case it shall be referred to the RYA Tribunal.
10. The panel may recommend the following minor sanctions:
  - (a) That a verbal warning be given.
  - (b) That a written warning be given.
  - (c) That the Race Official be subject to supervision by another Race Official for a specified period of time.
  - (d) That the Race Official be required to undertake specified further training, which may include practical training and/or attendance at seminars or courses.
  - (e) That the Race Official be offered a formal caution, subject to such expiry date and other conditions (if any) that the panel may consider to be appropriate.
11. The relevant Chairman shall confirm the recommendation or decide that the sanction to be imposed shall be less than that recommended. On confirmation, the Chairman shall report the decision to the Race Official concerned and to Racing Committee.
12. If the confirmed recommendation is that the Race Official be offered a formal caution and the Race Official accepts that caution, the caution shall be recorded by the RYA administration and the existence of the caution may be taken into account by the relevant Chairman and panel (if appointed) should the RYA administration receive a subsequent report in relation to the Race Official prior to the stated expiry date of the caution.
13. If the confirmed recommendation is that the report should be referred to the RYA Tribunal, the matter shall be conducted in accordance with the RYA Tribunal's Terms of Reference.