



International Sailing Federation

International Umpires Seminar

Last update: March 2012

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INSTRUCTIONS AND PROCEDURE

General Information:

1. The host Member National Authority shall complete the application form and, after consulting with ISAF about seminar dates, forward it to the ISAF office as soon as possible.
2. An ISAF Umpiring Seminar must be held in conjunction with a Match Racing or Team Racing event. The Seminar must include a minimum of two days classroom instruction, including the ISAF written test, followed by a minimum of three days on-the-water umpiring at an event, where participants may undertake a formal Performance Assessment

The event should normally be a Grade 2 or 3 event for Match Racing (never a Grade WC or a Grade 1 event) or a similar level for Team Racing.

Although the minimum number of days on the water is three it is recommended to extend this to four days as this gives the attendees better possibilities to complete a successful performance assessment.

3. The seminar must be open to attendees from other nations than the hosting national authority.
4. Candidates who wish to attend an ISAF International Umpiring seminar should either have a current appointment as a national Umpire or have attended an ISAF Match Racing / Team Racing Clinic. It is required that they have experience of umpiring at national level.
4. The seminar will be given in the English language.

The ISAF shall:

1. Appoint two ISAF Seminar Instructors. The main Instructor shall not be from the host nation.
2. Pay the travel expenses and instructor fees for both instructors.
3. With adequate notice, publish the details of the seminar on the ISAF website.
4. Determine the seminar programme with the ISAF Seminar Instructor. Details of the programme will be given to the host member national authority and the organizers as soon as possible.
5. Receive the examination results, the assessment forms and a seminar report from the ISAF Seminar instructors.
6. After the seminar send a letter to all attendees thanking them for their participation and enclosing the appropriate letter stating whether the test and/or the assessment was passed or not (also copy of letter to each attendee's national authority).

The Host Member National Authority shall:

1. Appoint a local instructor and coordinator (may be the same person) to assist the ISAF Seminar Instructors.
2. Pay travel expenses, accommodation and meals for the local coordinator/ instructor.
3. Provide and pay for airport transport, meals and accommodation for both of the ISAF Seminar Instructors.

4. Provide packages with meals (other than lunch and coffee breaks) and accommodation to attendees and determine the cost of this to individual attendees.
5. Provide classroom facilities and classroom training equipment. As a guide, the following are standard requirements for a seminar:
 - Data projector for a computer
 - Internet access
 - Magnetic white board
 - Instructor's table and chair
 - Use of a photocopier (**high capacity, effective. Black & White and colour when required**)
 - **Plenty of photocopying paper**
 - Powerful stapler
 - Desk space for each delegate
 - Notepaper and pencil
 - Water throughout
6. Determine cost of the seminar attendance fee. It is suggested that the attendance fee also covers the cost of the seminar instructors' meals and accommodations.
7. In cooperation with the instructor(s), provide each attendee with links for downloading the relevant documents.
8. Offer air travel packages to attendees, if available, to encourage attendance. If not available, attendees are to make their own flight arrangements
9. Determine the final registration date
10. Determine in conjunction with ISAF a maximum number of attendees (between 8 - 12).
11. Supply the ISAF with the above details for ISAF Website preferably at least 3 months in advance of the seminar.
12. If needed to increase attendance, in addition to ISAF circulations, also circulate details of the seminar along with registration forms. One copy of any circulation is to be sent to the ISAF office;
13. Liaise with the ISAF instructors in developing the daily seminar itinerary to coordinate meal times, etc.
14. Receive the registration forms directly in order to compile an attendees' list, and send that to ISAF Secretariat and the instructors as soon as possible.
15. Assist with queries about details of accommodation, hotel location, etc. and collect attendance fees (each attendee is solely responsible for payment of attendance fees to the host member national authority).
16. Supply the ISAF with a list of attendees prior to the seminar including updates. The list must show name, full address including country, telephone and fax numbers (including country code) and email addresses.
17. Make payment to the ISAF in advance, whenever possible, for any orders of ISAF publications.