



International Sailing Federation

National Judges Programme

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INSTRUCTIONS AND PROCEDURE

General:

In addition to the existing high level International Judging Seminar programme, ISAF is continuing to promote the development of judging in target areas of the world via an easily accessible National Judging Programme (NJP).

To assist with this, ISAF has developed a NJP to deliver to MNAs:

1. An ISAF NJP must include a minimum of two days instruction.
2. The ISAF NJP can be conducted in the language of the host nation.
3. Candidates who wish to attend an ISAF NJP should have some experience of Judging.
4. Judging Programs are based on the ISAF International Judging Manual.
5. Knowledge of the ISAF Racing Rules of Sailing 2013– 2016 is also required.
6. It is the responsibility of the host nation to translate any documentation into the host nation language.
7. An ISAF NJP (in English) has been developed specifically including a written test which may be taken.
8. Attendance at an ISAF NJP does **NOT** meet the criteria for application for International Judge Status.
9. ISAF does not issue certificates of attendance for participants of ISAF NJPs, but the host nation may wish to issue national certificates of attendance.

The ISAF shall:

1. Appoint one or two ISAF Instructors.
2. Pay the travel expenses and instructor fees for the ISAF Instructor(s).
3. Publish details of the NJP on the ISAF website.

The Host Member National Authority shall:

1. Appoint a local consultant to assist the ISAF Instructor(s).
2. Pay the costs of meals and accommodation for the ISAF Instructor(s).
3. Organize meals, accommodation, classroom facilities and classroom training equipment (if necessary), etc.
4. Determine cost of the attendance fee which must include meals, accommodation, and access to the ISAF Judges Manual and RRS.

NB. The manual is now only available to download from the ISAF website.

It is suggested that the attendance fee also covers the cost of the ISAF Instructor's meals and accommodation.

5. Offer air travel packages to attendees, if available, to encourage attendance. If not available, attendees are to make their own flight arrangements.
6. Determine the final registration date.

7. Determine a maximum number of attendees.
8. Three months notice is required and requests to host an ISAF NJP must be made on the NJP application request form which should be returned to the ISAF Secretariat.
9. If needed to increase attendance, in addition to ISAF circulations, also circulate details of the clinic along with registration forms. One copy of any circulation is to be sent to the ISAF Secretariat.
10. Liaise with the ISAF appointed instructor regarding the daily clinic itinerary to co-ordinate times, etc.
11. Receive the registration forms directly in order to compile a list of attendees, 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).
12. Make payment to the ISAF in advance, whenever possible, for all orders of ISAF publications.