



International Sailing Federation

# International Judges Seminar

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## **INSTRUCTIONS AND PROCEDURE**

### **General:**

1. An International Judges Seminar is conducted jointly by the International Sailing Federation (ISAF) and the host Member National Authority (MNA).
2. An ISAF Judging Seminar must allow for a minimum of 16 hours of instruction, followed by the ISAF International Judges Test.
3. The seminar must be open to attendees from other nations.
4. Candidates attending an ISAF International Judges seminar are expected to meet the Prerequisites for Attending an International Judges Seminar.
5. The seminar must be given in the English language.
6. The maximum number of attendees is 25. The IJ Seminar is a requirement for becoming an ISAF International Judge. Attendees will be given the opportunity to take the written test at the end of the seminar. However, the seminar is not intended as to be preparation to pass the test, nor is it intended to be training for the beginning judge. The MNA is expected to review an applicant's qualifications before accepting the application to attend the seminar. Please note the Prerequisites for Attending an International Judges Seminar.

### **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 when confirmed.
5. Receive the examination results from the ISAF Seminar instructor and supply a copy to the Chairman of the Judges subcommittee.
6. After the seminar send a letter to all attendees thanking them for their participation and enclosing the appropriate seminar certificate stating if test was passed or not (also copy of letter to each attendee's national authority).

### **The Host MNA shall:**

1. Contact ISAF for preliminary approval of the seminar.
2. Establish the seminar dates, the final registration date, the time of the onsite registration, and the time the seminar is expected to end.
3. Determine if a racing rules workshop is appropriate to be held in conjunction with, and in advance of, the International Judges Seminar. Such a workshop is appropriate when some of the expected participants would benefit from additional RRS Part 2 rules training.
4. Select the seminar venue. Hosting the seminar at a yacht club is always preferred, but other suitable training sites are acceptable.
5. Select an approved local consultant to assist the ISAF Seminar Instructors.
6. Provide and pay airport transport, accommodation and meals for the ISAF Seminar Instructors.

7. Pay travel expenses, accommodation and meals for the local consultant.
8. Complete the MNA host application form and supply the ISAF with the above details at least 3 months in advance of the seminar.
9. Establish the seminar fee.

*NB. The manual is available for download from the ISAF website to print locally. The MNA is responsible for all costs not specifically covered by the ISAF as listed above, and may apportion those costs in the seminar fee as appropriate.*

10. Advertise the seminar appropriately and provide information on travel and accommodation, and other information about the seminar venue. Even though the seminar will be announced on the ISAF website, the MNA is expected to answer queries from attendees on travel and accommodation.
11. Coordinate the seminar schedule as described below with the ISAF appointed instructor or local consultant.
12. Keep ISAF regularly informed of the list of attendees as registration forms and fees are collected. A final list of attendees must be sent to ISAF no later than 15 days prior to the seminar. The list must include the name, mailing address, country, telephone number, fax number, and email address of each attendee.
13. Organize meals, accommodation, classroom facilities and classroom training equipment as described below. Arrange for refreshments during the lecture breaks.

#### **Schedule:**

The MNA should schedule the IJ Seminar and IJ Test over three days and allow for 16-18 hours of instruction, not including the IJ Test. The test is given in the morning of the third day, before the lunch break, with a review of the test after lunch. No more than 2 hours instruction can be given on the last day. The seminar can begin on any day of the week.

#### Preferred schedule:

Day 1 beginning in the morning - 8 hours, Day 2 - 8 or 9 hours, Day 3 – IJ Test in the morning with the test review after lunch.

#### Alternate schedule:

Day 1 beginning after lunch – 5 or 6 hours, Day 2 – 9 or 10 hours, Day 3 – 1 or 2 hours early in the morning, followed by the test, with the test review after lunch

Allow 3 hours for administering the test. With either schedule, the seminar will conclude no more than 2 hours after the end of the lunch break on the last day.

#### **Prerequisites for Attending an International Judges Seminar:**

A candidate for an International Judges Seminar will:

#### Experience

- Be an experienced racing sailor.
- Be a certified national judge or have successfully completed an ISAF International Judges Clinic.
- Have extensive protest committee experience at local and national levels.

- Have been the chairperson of protest committees.

### Knowledge

- Have studied the Racing Rules of Sailing.
- Have studied the ISAF Cases and the Rule 42 Interpretations.
- Have studied the ISAF Judges Manual and have a thorough understanding of protest committee procedures.
- Understand race committee procedures and scoring.
- Have answered the study questions and understood the rules that apply.

### Abilities

- Be able to converse, read and write in English.
- Given a description and diagram of a situation, be able to write a protest decision, using the language of the racing rules.
- Be able to conduct a protest hearing, collect evidence, find facts, apply rules to facts and reach a reasoned decision.
- Given the facts found in a protest hearing, be able to prepare a diagram of the incident.
- Be able to review and comment constructively on the Notice of Race and Sailing Instructions.

### Additional qualifications (optional, but preferable)

- Have on-the-water experience judging rule 42.
- Have served on an International Jury.

## **Seminar Material and Equipment**

The following items are required for a seminar:

- Data projector with extension cable and local power points.
- Internet access.
- Magnetic white board.
- Instructor's table and chair.
- Use of a good photocopier (black & white and colour when required).
- Plenty of photocopying paper.
- Powerful stapler.
- Generous table space for each attendee.
- Notepaper and pencil.
- Shredder.
- Plenty of drinking water available.