

**POLICY****SPO.12.2022**

<b>TITLE:</b>	<b>Accreditation Race Officer</b>
<b>DEPARTMENT:</b>	<b>Education and Training</b>
<b>RELATED POLICIES:</b>	
<b>RESPONSIBILITY:</b>	<b>Head of Sport Development and Growth</b>
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<b>DRAFTED BY:</b>	<b>Greg Dixon</b>
<b>APPROVAL:</b>	<b>Sarah Ogilvie</b>

## National Officiating Program

### Australian Sailing Race Officer Accreditation

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# Australian Sailing Race Officer Accreditation Policy

## 1 Executive Summary

The purpose of this policy is to detail the accreditation requirements for Race Officers in each of the three levels within the National Officiating Program (NOP).

### 1.1 Accreditation levels

Full definitions detailing the required knowledge, skills and judgement for each level can be found in Appendix A.

Qualification level	Skills required
<b>Mark Layer</b>	Team Member capable of assisting in running races as a member of the Race Management Team
<b>Committee and Finish Boat</b>	
<b>Scorer and Handicapper</b>	
<b>Regional Race Officer</b>	An individual in charge of all on water activities at a club or single championship course and manages all associated race officials and volunteers.
<b>National Race Officer</b>	The individual responsible for all on water activities at a championship, on-course Race Officers, all associated race officials and volunteers. Can successfully work with club staff, regatta scoring/handicapping.

### 1.2 Accreditation Fundamentals

- 1.2.1 The NOP is managed by Australian Sailing, who ensure that all requirements to be a Race Officer are properly documented and administered.
- 1.2.2 Australian Sailing will only accredit or reaccredit an applicant upon agreement to abide by the Australian Sailing Integrity framework (including the Member Protection Policy) and Code of Conduct for Race Officials.
- 1.2.3 Acceptance of accreditation, reaccreditation and Recognition of Prior Learning applications is at the absolute discretion of Australian Sailing.
- 1.2.4 Australian Sailing shall only consider the following when processing an application:
- a) Whether the candidate meets the accreditation requirements in clause 2.1, 2.2 or 2.3.
    - i. Any qualification recommendations in Appendix A such as first aid certificates, WWC checks, radio or powerboat licenses remain the responsibility of an organising authority to check prior to appointment.
  - a) Course, examination, practical assessment documents, or events experience obtained within the four-year period prior to applying for accreditation or reaccreditation.
  - b) In the event of uncertainty when processing the application, Australian Sailing shall refer to an independent qualified panel composed of an Australian Sailing representative and two Australian Sailing qualified National or International Race Officers.
- 1.2.5 Australian Sailing will communicate in line with the Officials Feedback policy by:
- a) Communicating any updates to its Officials policies.

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- b) Communicating any ongoing information required for the maintenance of a successful accreditation application.
- c) Communicate all reasoning with applicants that have been denied accreditation.

### **1.3 Term of Qualification**

- 1.3.1 The qualification begins on the date when all prerequisites are met and Australian Sailing marks the member as complete in the national database.
- 1.3.2 All Race Officer qualifications expire four years from the date of attainment.

### **1.4 Standard Prerequisites for all Race Officer Qualifications**

- 1.4.1 Possess an AS Number and a current membership of an Australian Sailing affiliated club.
- 1.4.2 Members must declare that they will adhere to the Australian Sailing Code of Conduct for Race Officials.
- 1.4.3 Members shall be proficient in the English language.
- 1.4.4 Members shall meet the accreditation requirements for the desired qualification.

## **2 Accreditation Requirements**

### **2.1 Accreditation**

To become accredited as a Race Officer the following prerequisites must be met:

- 2.1.1 Mark Layer, Committee and Finish Boat, Scorer and Handicapper:
  - a) Complete the role specific online learning course.
- 2.1.2 Regional Race Officer
  - a) Complete the Race Officer Seminar.
  - b) Pass the Race Officer exam with a mark above 70%.
  - c) Record an Events Log showing completion of two Level 3 events, and two Level 4 events as the Course Race Officer.
  - d) Satisfy all the Race Officer Practical Assessment requirements.
  - e) Submit a completed online application form to Australian Sailing.
- 2.1.3 National Race Officer
  - a) Complete the Race Officer Seminar.
  - b) Pass the Race Officer exam with a mark above 80%.
  - c) Record an Events Log showing completion of two Level 1 events, and two Level 2 events as the Course Race Officer or the Principal Race Officer.
  - d) Satisfy all the Race Officer Practical Assessment requirements.
  - e) Submit a completed online application form to Australian Sailing.
- 2.1.4 Accredited Officials shall complete any educational updates required by Australian Sailing to maintain their accreditation.

### **2.2 Reaccreditation**

To be reaccredited the following prerequisites must be met within their accreditation period:

- 2.2.1 Mark Layer, Committee and Finish Boat, Scorer and Handicapper:
  - a) Complete the Australian Sailing Racing Rules Update course every four years.
- 2.2.2 Regional Race Officer:
  - a) Complete the Australian Sailing Racing Rules Update course every four years.
  - b) Record an Events Log showing completion of two Level 3 events, and two Level 4 events as the Course Race Officer.

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- 2.2.3 National Race Officer:
- a) Complete the Australian Sailing Racing Rules Update course every four years.
  - b) Record an Events Log showing completion of two Level 1 events, and two Level 2 events as the Course Race Officer or Principal Race Officer.
- 2.2.4 All Race Officer qualifications expire four years from the date of attainment.
- 2.2.5 An Official's qualification will be extended four years from the date of a successful application form received by Australian Sailing.

### 2.3 Recognition of Prior Learning (RPL)

- 2.3.1 All RPL applications will be processed by Australian Sailing.
- 2.3.2 To ensure fair assessment of the application, Australian Sailing shall refer to a qualified independent panel composed of at least one Australian Sailing representative and two Australian Sailing qualified National or International Race Officers.
- 2.3.3 Candidates may apply to AS for RPL if they can demonstrate they possess all required competencies for accreditation via supplying evidence such as:
- Resume of experience.
  - Reports from other Australian Sailing accredited officials.
  - Evidence of home/self-directed study that may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken.
  - Relevant work examples e.g. training programs, videos of officiating skills.
  - Qualifications achieved from other courses, school or tertiary results or another MNA.
  - Statements outlining courses and/or study that have been undertaken and the learning outcomes/competencies achieved from these.
- 2.3.4 All applications for RPL are to be emailed to [officials@sailing.org.au](mailto:officials@sailing.org.au) ensuring that the required documents are attached:
- a) A letter noting the justification for being accepted as an RPL application.
  - b) Relevant evidence to support the RPL application.

## 3. Practical Assessment

The completion of one successful Race Officer Practical Assessment is a requirement for all Regional and National Race Officers to accredit.

Applicants may use multiple races and events to satisfy all requirements of a practical assessment. A series of incomplete forms may be compiled and submitted to Australian Sailing to show the sum of assessment requirements has been met.

When compiling forms, each form will only be marked by a single assessor (Multiple assessors per form will not be accepted). A new form will be marked at each new event assessed.

If an applicant does not meet the requirements of a practical assessment, constructive feedback and an action plan will be provided by the assessor.

It may be difficult for an assessor to observe all the assessment requirements at an event. There is flexibility in the practical assessment whereby the assessor may discuss some of the requirements using key questions provided in the Race Officer Practical Assessment Supplement.

Practical assessments will be conducted at racing events – it is recommended that the desired level of qualification being assessed should reflect the quality of the event chosen.

The Race Officer Practical Assessment form is required to be submitted to Australian Sailing through an online application form.

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Practical assessments can only be completed by the following Race Officers:

Level of Qualification Being Assessed	Race Officer level required for assessing
<b>Mark Layer, Committee Boat and Finish Boat, Scorer and Handicapper</b>	Any current International, National or Regional Race Officer, or Club Representative.
<b>Regional Race Officer</b>	Any current International, National or Regional Race Officer of four or more years' experience, who possesses an Australian Sailing Regional Race Officer Assessor Qualification.
<b>National Race Officer</b>	Any current International or National Race Officer of four or more years' experience, who possesses an Australian Sailing National Race Officer Assessor Qualification.

Performance Assessors can be found from the Australian Sailing website's Find an Official or Assessor page: <https://www.sailingresources.org.au/officials-volunteers/official-or-assessor/>. Once a suitable assessor has been identified contact can be initiated by the applicant through the Officials Finder: <https://www.sailing.org.au/accreditation-finder/>

Australian Sailing should be contacted via the [officials@sailing.org.au](mailto:officials@sailing.org.au) if a Race Official's capability to accredit, reaccredit or find an assessor falls outside of the normal circumstances.

#### **4 Examination**

- 4.1 Applicants for Regional or National Race Officer accreditation will have passed the Race Officer examination within the last four years.
- 4.2 Candidates who fail the examination may take a new examination, but not within three months of the first.
- 4.3 Candidates who fail the examination more than once will be encouraged to seek mentoring and must attend a further seminar before resitting another examination.

#### **5 Events Log**

Applicants are to record a log of Race Officer experience via completing the Events Log template.

Applicants will need to reference the Australian Sailing Events Guidance document to ensure they submit a list of relevant events for accreditation or reaccreditation.

#### **6 Termination of Qualification**

- 6.1 Australian Sailing may terminate any qualification following:
  - a) An investigation of a complaint alleging poor performance or misconduct of an official, as per the Australian Sailing Member Protection Policy, or
  - b) The failure of an official to meet any requirements, as per clause 2 of this policy or the Officials Feedback Policy.
- 6.2 Australian Sailing may terminate any qualification following failure to meet any mandatory re-training requirements.

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## **7 Officials Complaints and Appeals**

- 7.1 Any person may make an informal or formal complaint relating to:
- a) A person's performance or behaviour whilst acting in an Official capacity.
  - b) Accreditation process, exam, training and assessment materials or results.
- 7.2.1 A member may appeal against a decision that affects their:
- a) Initial accreditation.
  - b) Reaccreditation.
  - c) Termination of a qualification.
- 7.2.2 All complaints and appeals relating to accreditation and training shall be made in writing to Australian Sailing (emailed to [officials@sailing.org.au](mailto:officials@sailing.org.au)), whose decision shall be final.
- 7.2.3 When handling an accreditation appeal, Australian Sailing shall refer to an independent and qualified panel composed of at least two Australian Sailing qualified National or International Race Officers.
- 7.2.4 Officials complaints and appeals relating to disciplinary issues such as poor performance or misconduct shall be made in writing to Australian Sailing. These complaints will be submitted in writing in accordance with the Australian Sailing Officials Feedback Policy; Section 5 - Performance Regulation.
- In accordance with Australian Sailing rules, you or the respondent(s), may also appeal a decision made at a tribunal hearing. The grounds and process for disciplinary appeals are set out in the Australian Sailing Member Protection Policy; Attachment D4.
- 7.2.5 Australian Sailing will endeavour to process all complaints on a confidential basis and within fourteen days of being received. All processing to follow will be completed in a timely manner. Australian Sailing shall respond to any complainant, respondent, or appellant in a timely manner, informing them of any processes or outcomes in writing.

## **8 Officials Failing to Meet Reaccreditation Requirements**

- 8.1 Should an official fail to meet all requirements for reaccreditation they may:
- a) Register to be reaccredited at a lower level to which they meet the accreditation criteria.
  - b) Register for reaccreditation within the twelve-month period following the accreditation expiry date. Registrations received by Australian Sailing after this period will be treated as a registration for initial appointment and all criteria must be met.
- 8.2 International Race Officers who do not renew their accreditation with World Sailing can request National level accreditation using their Ex-Officio Status. Australian Sailing will (at its discretion) accredit these Officials as a National Race Officer for a period of four years after which they shall reaccredit in accordance with this policy.

## **9 Race Officer Course Presenter**

- 9.1 Official's face to face courses will be conducted with a lead and assistant presenter where possible.
- 9.2 Both presenters will be suitably qualified and Australian Sailing approved to present. Contact your Club Services Officer (<https://www.sailing.org.au/about/ourstaff/>) to request an approved presenter.
- 9.3 The following table details the qualifications an official shall have in order to be a course presenter.

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Level of Seminar Being Presented	Level of Presenter
Regional Race Officer	International Race Officer. National Race Officer.
National Race Officer	International Race Officer. National Race Officer with four or more years' experience.

**10 Code of Conduct for Race Officials**

[‘click here to access’](#)

**11 Race Officials Course Finder**

[‘click here to access’](#)

**12 Officials Events Log Template (Including the Racer Officers Events Guidance)**

[‘click here to access’](#)

**13 Race Officer Practical Assessment Form**

[‘click here to access’](#)

**14 Race Officer Practical Assessment Supplement**

[‘click here to access’](#)

**15 Race Officer Online Application Forms**

[‘click here to access’](#)

**16 Reaccreditation Registration**

Practical Assessment forms for reaccreditation can be registered via the following Regional or National Reaccreditation Application Form:

[‘click here to access’](#)

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**Appendix A**

**NOP Levels by discipline - Race Officer**

Role	Knowledge	Skills	Judgement
<b><u>MANDATORY</u></b>			
<p><b><u>Scoring/handicapping:</u></b> Team Member capable of assisting in running races as a member of the Race Management Team.</p>	<p>Have a good working knowledge of:</p> <ul style="list-style-type: none"> <li>▪ Start Sequence Flags, scoring abbreviations, &amp; their relevance to scoring (Rule 30 and Appendix A).</li> <li>▪ Rule 90.3.</li> <li>▪ Scoring penalties (Rule 44.3).</li> <li>▪ Appendix G.</li> <li>▪ Races restarted or resailed. (Rules 35, 36).</li> </ul>	<p>Able to competently:</p> <ul style="list-style-type: none"> <li>▪ Record results accurately and quickly in a tidy fashion (scribing by hand or computer processing).</li> <li>▪ Score a tied race/series, average points/redress.</li> <li>▪ Equipment function: Radio and Computer.</li> </ul>	<p>Able to:</p> <ul style="list-style-type: none"> <li>▪ Monitor and give advice of any necessary corrections to race scores (rule 90.3c).</li> <li>▪ Provide information to the race officer in a timely manner.</li> <li>▪ Ask for further input from the race committee in a timely manner.</li> </ul>
<b><u>RECOMMENDATIONS</u></b>			
	<p>Have a knowledge of:</p> <ul style="list-style-type: none"> <li>▪ Radio procedures.</li> <li>▪ Scoring software to be used for a race/event.</li> <li>▪ Working with Children Check (WCC) if working at youth events.</li> </ul>		

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Role	Knowledge	Skills	Judgement
<u>MANDATORY</u>			
<p><b><u>Committee and Finish Boat:</u></b> Team Member capable of assisting in running races as a member of the Race Management Team</p>	<p>Have a knowledge of:</p> <ul style="list-style-type: none"> <li>▪ The definition of Starting and Finishing.</li> <li>▪ The start sequence (Rules 25, 26, 27).</li> <li>▪ Recalls/penalties (Rule 29, 30 &amp; 31).</li> <li>▪ The finishing procedure and Rules 25.3, 28, 30.2, 30.3, 30.4, 31, 32, 33, 34, 35, 36, 44.3 and 90.3.</li> </ul>	<p>Able to competently:</p> <ul style="list-style-type: none"> <li>▪ Operate a sound system.</li> <li>▪ Use a compass.</li> <li>▪ Determine the winds speed &amp; direction.</li> <li>▪ Communicate in a clear and concise manner.</li> <li>▪ Display and remove flags.</li> <li>▪ Sight a starting line, accurately recording starters OCS, DNS, ZFP, UFD and BFD competitors.</li> <li>▪ Sight a finishing line, accurately recording the order of finishers.</li> <li>▪ Accurately records all results.</li> </ul>	<p>Able to:</p> <ul style="list-style-type: none"> <li>▪ Judge the direction to lay a course or finish line.</li> <li>▪ Identify if the weather conditions are conducive to racing.</li> <li>▪ Provide information to the race officer in a timely manner.</li> <li>▪ Ask for assistance in a timely manner.</li> <li>▪ Be fair &amp; unbiased when a judgment call is needed to; start or recall competitors at a start line, or finish competitors that are closely grouped.</li> <li>▪ Monitor and give advice on any necessary corrections to race scores (rule 90.3c).</li> </ul>
<u>RECOMMENDATIONS</u>			

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	<p>Have a knowledge of:</p> <ul style="list-style-type: none"> <li>▪ Power boat usage.</li> <li>▪ First Aid management.</li> <li>▪ Radio procedures.</li> <li>▪ The Racing Rule of Sailing (Part 3).</li> <li>▪ Courses types, &amp; tables.</li> <li>▪ Working with Children Check (WCC) if working at youth events.</li> </ul>	<p>Able to competently:</p> <ul style="list-style-type: none"> <li>▪ Set a race course and utilise course tables.</li> </ul>	
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Role	Knowledge	Skills	Judgement
<u>MANDATORY</u>			
<p><b>Course setting/Mark Lay Boat:</b> Team Member capable of assisting in running races as a member of the Race Management Team</p>	<p>Have a knowledge of:</p> <ul style="list-style-type: none"> <li>▪ Scope &amp; Sequence for laying marks &amp; the equipment necessary.</li> <li>▪ Start &amp; Finish procedures – setting/adjusting the line. (Rules 27.2).</li> <li>▪ Setting courses – types, course tables &amp; racing time limits.</li> <li>▪ Equipment function - understand the process required to use a GPS.</li> <li>▪ On-water race procedures, such as Change of course &amp; Missing mark (Rules 28, 31, 32, 33, 34, 35).</li> <li>▪ The use of Flags S, M, N, N over H, N over A.</li> </ul>	<p>Able to competently:</p> <ul style="list-style-type: none"> <li>▪ Use a compass.</li> <li>▪ Communicate in a clear and concise manner.</li> <li>▪ Lay or stream-in a mark.</li> <li>▪ Use visual transits to sight if a mark is holding its position.</li> <li>▪ Display the appropriate flags and sound signals upon request from the Race Officer in a timely manner.</li> </ul>	<p>Able to:</p> <ul style="list-style-type: none"> <li>▪ Provide information to the race officer in a timely manner.</li> <li>▪ Ask for assistance in a timely manner.</li> <li>▪ Monitor a laid course &amp; offer accurate feedback to the Race Officer if the conditions change or if the course changes.</li> </ul>
<u>RECOMMENDATIONS</u>			
	<p>Have a knowledge of:</p> <ul style="list-style-type: none"> <li>▪ Power boat usage.</li> <li>▪ First Aid management.</li> <li>▪ Radio procedures.</li> <li>▪ Safety Boat endorsement.</li> <li>▪ The Racing Rule of Sailing (Part 3).</li> <li>▪ Working with Children Check (WCC) if working at youth events.</li> </ul>		

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Role	Knowledge	Skills	Judgement
<b>MANDATORY</b>			
<p><b>Regional Race Officer:</b> An individual in charge of all on water activities at club or singular fleet championship course and manages all associated race officials and volunteers</p>	<p>Have a thorough knowledge of the requirements of all sub-qualifications together with: A good working knowledge of the theory of all aspects of race management, including:</p> <ul style="list-style-type: none"> <li>▪ The roles of each team member of the Race Management Team.</li> <li>▪ Equipment requirements.</li> <li>▪ Preparation prior to leaving shore.</li> <li>▪ Course selection and setting.</li> <li>▪ Starting.</li> <li>▪ Finishing.</li> <li>▪ Monitoring and taking action throughout a race.</li> <li>▪ Results processing.</li> <li>▪ Protests and hearings.</li> </ul> <p>▪ Have a good working knowledge of:</p> <ul style="list-style-type: none"> <li>▪ Australian Sailing Policies, Racing Rules, Prescriptions (including Special Regulations if applicable).</li> <li>▪ RRS Part 1, 2, 3, 4, 5 – Protests, Redress and Hearings.</li> <li>▪ RRS Appendix A, J, K, L. <ul style="list-style-type: none"> <li>▪ The differing requirements for types of boats, competitors,</li> </ul> </li> </ul>	<p>Able to competently:</p> <ul style="list-style-type: none"> <li>▪ Take charge as the Race Officer of club racing in a variety of conditions.</li> <li>▪ Supervise the execution of Race Officer Level 1 tasks.</li> <li>▪ Identify and organise the appropriate course and resources required to conduct racing for a range of competitors and different types of racing.</li> <li>▪ Source relevant weather information.</li> <li>▪ Form a risk assessment of a course area.</li> <li>▪ Give and receive constructive criticism.</li> <li>▪ Write or make changes to the NoR &amp; SI for club events.</li> <li>▪ Brief/debrief, communicate and manage an RM team.</li> <li>▪ Communicate/brief a large group of competitors.</li> <li>▪ Operate a VHF radio per statutory and club procedures.</li> </ul>	<p>Able to:</p> <ul style="list-style-type: none"> <li>▪ Take timely action in managing the racing course to maintain safety and fairness</li> <li>▪ Judge when adverse weather conditions are sailable or not.</li> <li>▪ Identify team and equipment options and assess the pros and cons to make a timely decision.</li> <li>▪ Display behaviours that reflect the Australian Sailing Officials Code of Conduct.</li> <li>▪ Organise an appropriate time and place to train, brief and debrief members of the race management team outside of race time.</li> </ul>

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	<p>racing formats, types of racing and events run at their club.</p> <ul style="list-style-type: none"> <li>▪ The Australian Sailing Code of Conduct for Race Officials.</li> <li>▪ All aspects of managing safety of sailors &amp; race officials.</li> </ul>		
<u>RECOMMENDATIONS</u>			
	<p>Have a knowledge of:</p> <ul style="list-style-type: none"> <li>▪ Power boat usage.</li> <li>▪ First Aid management.</li> <li>▪ Radio procedures.</li> <li>▪ Risk management procedures.</li> <li>▪ The Racing Rule of Sailing (Part 7).</li> <li>▪ WWC checks at youth events.</li> </ul>	<p>Able to competently:</p> <ul style="list-style-type: none"> <li>▪ Operate a power boat.</li> <li>▪ Provide First Aid.</li> </ul>	

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Role	Knowledge	Skills	Judgement
<b>MANDATORY</b>			
<p><b><u>National Race Officer:</u></b> The individual responsible for all on water activities at a championship, on-course Race Officers, all associated race officials and volunteers. Can successfully work with club staff, regatta scoring/handicapping.</p>	<p>Have a thorough knowledge of the requirements of all sub-qualifications together with: An excellent working knowledge of the theory of all aspects of race management, including:</p> <ul style="list-style-type: none"> <li>▪ All sections of RRS.</li> <li>▪ World Sailing Race Management Policies including The World Sailing Race Management Manual.</li> <li>▪ Australian Sailing Policies, Racing Rules and Prescriptions.</li> <li>▪ Applicable Class rules.</li> </ul>	<p>Able to competently:</p> <ul style="list-style-type: none"> <li>▪ Create NoR &amp; SI's for State and National events.</li> <li>▪ Manage multiple race courses at State and National Level.</li> <li>▪ Work with a Class Association or Club on all aspects of a championship.</li> <li>▪ Apply appendix P.</li> </ul>	<p>Able to:</p> <ul style="list-style-type: none"> <li>▪ Able to sensitively advise the OA and / or RC on issues with NoR &amp; SI's and risk management plans.</li> </ul>
<b>RECOMMENDATIONS</b>			
	<p>Have a knowledge of:</p> <ul style="list-style-type: none"> <li>▪ Power boat usage.</li> <li>▪ First Aid management.</li> <li>▪ Risk management procedures.</li> <li>▪ Where to source relevant information and equipment.</li> </ul>	<p>The applicant can:</p> <ul style="list-style-type: none"> <li>▪ Manage large RM teams.</li> <li>▪ Plan and organise events.</li> <li>▪ Demonstrate leadership and delegate.</li> <li>▪ Make critical decisions under pressure.</li> <li>▪ Apply a range of experience with results software packages.</li> </ul>	

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