



## **Sail Canada Umpire Program**

### **Abbreviations**

|      |                                   |     |  |
|------|-----------------------------------|-----|--|
| RU   | Regional Umpire                   | PSA | Provincial Sailing Association                   |
| NU   | National Umpire                   | RRS | Racing Rules of Sailing                          |
| IU   | International Umpire              | SC  | Sail Canada/Voile Canada                         |
| ISAF | International Sailing Federation  | TCC | Sail Canada Training and Certification Committee |
| USC  | Sail Canada Umpires Sub-Committee |     |  |
| MNA  | Member National Authority         |     |  |

### **The Purpose of the Program**

The SC Umpires Program has three aims. Firstly, to serve the sport by producing well qualified Umpires. Secondly, to encourage sailors to become involved in umpiring. Thirdly, to improve the knowledge and skills of umpires.

The Program recognizes and certifies two levels of umpire: Regional and National, to allow for each individual's ambitions and capabilities. Prospective umpires, known as Umpires-in-Training, are not certified but are making their way towards certification.

The USC is responsible for the program, developing and/or approving training materials and setting standards, so that the program is consistent across Canada.

The training and certification of a Regional or National Umpire is the responsibility of the USC. A Regional Umpire, when paired with an equally certified umpire, will have shown the ability to umpire at ISAF Grade 4 and 5 events satisfactorily. A National Umpire, when paired with an equally certified umpire, will have shown the ability to umpire at ISAF Grade 3 events satisfactorily. A National Umpire must also have the knowledge and experience to be able to assist in the organizing and operation of ISAF Grade 3 events.

A National Umpire may ultimately apply for certification as an IU.

### **Administration**

#### **1 Umpires Sub-Committee (USC)**

- 1.1 The USC operates under the authority of and reports to the TCC. It also collaborates with the SC Executive Director and assigned SC staff to ensure that its proposals and activities are in keeping with SC policies and operating procedures.
- 1.2 The USC consists of a Chairman and two or three additional members. All members will be certified Umpires and the majority must be National Umpires or higher.
- 1.3 The USC is responsible for setting and adhering to the standards required for the two umpire levels. These standards, together with their administrative requirements will be referred to as the "Umpires Program".
- 1.4 The USC is responsible for the certification of all umpires.

## **2 National Certification, ISAF Certification, Reports, Discipline and Appeal**

- 2.1 The Chairman of the USC may create a panel of two members to process an application for certification at the Regional or National level.
- 2.2 The panel will solicit and collect any references deemed necessary and verify other elements of the application. It will provide a report and a recommendation to the USC. The USC will review the above recommendation and approve, reject or alter the panel's recommendation.
- 2.3 The USC will be responsible for reviewing first-time applications for an IU, for details see Section 4.
- 2.4 An RU or NU whose application for certification or re-certification has been refused by the USC may request that the decision be reviewed. The claim should show that the USC has missed or misread some of the material supplied, failed to follow the correct procedure or acted inappropriately. The USC will consider the request and will make a decision to uphold or reverse the original decision. The applicant may request that the TCC review an unfavourable decision of the USC.
- 2.5 The TCC will be responsible for accepting an appeal lodged by an RU or an NU whose application for certification or re-certification has been refused or downgraded. The appeal shall be based on an allegation that the USC has either failed to follow the designated procedure or acted inappropriately. After review, the TCC will uphold or deny the appeal.
- 2.6 The USC will investigate an allegation that an umpire has displayed inappropriate behaviour or incompetence. On receipt of such an allegation in writing, the USC will inform the umpire thereof and provide a copy of the allegation. The umpire will be asked to respond in writing. After review, the USC may dismiss the matter with no further action, may admonish the umpire, or may take other action that it deems appropriate, up to and including placing the umpire on probation or revoking the umpire's certification.

### **Regional Umpire**

## **3 Prerequisites**

The applicant shall belong to an SC member club or other organization affiliated to an ISAF MNA. The applicant shall be a Club Judge or have equivalent experience.

### **3.1 Application and References**

- 3.1.1 A completed application form containing a detailed list of practical and theoretical tasks completed, events attended, including the names of the Chief Umpire.
- 3.1.2 The applicant shall have provided two assessments made by two different assessors at two different events within the last two years. The assessors are to be prior approved by the USC and may include US Sailing assessors.

### **3.2 Practical Experience**

- 3.2.1 Umpiring experience shall include the following:
  - a) Umpiring at a minimum of four ISAF Graded events in the previous four years.
  - b) Attendance and participation in de-briefs
  - c) Fulfilled other umpire assignments at these events.
- 3.2.2 Racing Participation  
The applicant is strongly encouraged to continue to participate in racing.

### 3.2.3 Race Committee Experience

The applicant is strongly encouraged to continue to participate in race management.

### 3.2.4 Kinetics

The applicant's exposure to on-the-water judging of kinetic infractions would be desirable, either through experience by being teamed with a person knowledgeable in kinetics or having attended an approved seminar.

### 3.2.5 Event Organization

The applicant's experience should include some general regatta organization.

### 3.2.6 The applicant should have a valid Pleasure Craft Operators Card (PCOC) and a valid VHF Licence (ROCM).

## 3.3 Theory

3.3.1 The applicant shall have attended a SC or US Sailing Umpires Seminar within the last four years. An ISAF Umpires Seminar would be an acceptable equivalent.

3.3.2 The applicant shall have passed the SC or US Sailing Regional or National Umpire Test and obtained a passing grade. An ISAF Test as part of an IJ Seminar would be acceptable providing the applicant achieved at least 70%.

3.3.3 The applicant should be familiar with the Notice of Race and Sailing Instructions and be capable of vetting them prior to a regatta. Although these items are the responsibility of the Organizing Authority and the Race Committee, an umpire should be able to revise poorly written, illegal or unenforceable instructions and constructively propose alternative wording.

## 3.4 Reporting

An RU should maintain a log of his/her umpiring activities; the date, location, subject and leader of seminars taken; and, the date, location, and mark received of any Umpires Test taken during the last four years.

## 3.5 Original Certification

Certification is for a period of four years, including the year of certification, ending on December 31 of the fourth year.

## 3.6 Re-certification or Reactivation

3.6.1 An RU shall apply for re-certification. The umpire should have participated in a minimum of two Grade 3 or higher events out of not less than six ISAF Graded events in the previous four years. The USC will review the application. If the applicant has met most but not all of the requirements, the USC may grant a one year extension to allow completion of the requirements. An unfavourable review will result in the umpire's recertification being downgraded or refused.

3.6.2 For applications received prior to the expiry of the current certification, the certification will remain valid while the application is being processed. If approved, certification will be for a period of four calendar years, commencing on January 1 following the expiry date of the current certification, and ending on December 31, four years later. For applications received after the expiry of the current certification, if approved, recertification will be for a period of four years, including the current year, ending on December 31 of the fourth year.

3.6.3 The USC may recertify an individual who has been an IU or an SC umpire at the Regional or National level for a significant period but his/her certification has lapsed for reasons considered acceptable. The granting of such certification may be for a period other than that described above. This is a discretionary decision and is not subject to appeal.

## National Umpire

An NU must have a broad experience meeting and working with umpires from other areas of the country or from other countries. They should be experienced in the challenges of attending events at unfamiliar sites, working with administrators and race officers whom they have met for the first time.

Certification as an NU requires references from peers. At the National level where the umpire is expected to serve outside his/her region and most probably outside Canada the attainment of essentially technical skills is not enough. Umpires certified at the National level will be expected to represent, by their actions and decisions, the best in Canada.

It therefore is essential that the applicant attend events outside his/her region or outside the country or have equivalent experience by participating in events of national, continental or international in nature.

### 4 Prerequisites

The applicant shall belong to an SC member club or other organization affiliated to an ISAF MNA. The applicant shall be a Regional Judge or have equivalent experience.

#### 4.1 Application and References

4.1.1 A completed application form containing a detailed list of practical and theoretical tasks completed, events attended, including the names of the Chief Umpire.

4.1.2 The applicant shall have provided three assessments made by three different assessors at three different Grade 3 or higher events within the last two years. The assessors are to be prior approved by the USC and may include US Sailing assessors.

#### 4.2 Practical Experience

4.2.1 Umpiring experience shall include the following:

- a) Umpiring at a minimum of eight ISAF Graded events in the previous four years. Three of these events must be outside the applicant's region and at least four must be Grade 3's or higher.
- b) Attendance and participation in de-briefs
- c) Fulfilled other umpire assignments at these events.

4.2.2 Racing Participation

The applicant is strongly encouraged to continue to participate in racing.

4.2.3 Racing Committee Experience

The applicant is strongly encouraged to participate in race management.

4.2.4 Kinetics

The applicant's exposure to on-the-water judging of kinetic infractions would be essential, through having attended an approved seminar and by experience by being teamed with a person knowledgeable in kinetics.

4.2.5 Event Organization

The applicant's experience should include all aspects of regatta organization. The umpire should have a thorough understanding and experience of the logistics of running an event from the writing of the Notice of Race through to the awarding of the prizes.

4.2.6 The applicant should have a valid Pleasure Craft Operators Card (PCOC) and a valid VHF Licence (ROCM).

### **4.3 Theory**

- 4.3.1 The applicant shall have attended a SC or US Sailing Umpires Seminar within the last four years. An ISAF Umpires Seminar would be an acceptable equivalent.
- 4.3.2 The applicant shall have passed the SC or US Sailing Umpire Test and obtained a passing grade. An ISAF Test as part of an IJ Seminar would be acceptable providing the applicant achieved at least 70%.
- 4.3.3 The applicant should be familiar with the Notice of Race and Sailing Instructions and be capable of vetting them prior to a regatta. Although these items are the responsibility of the Organizing Authority and the Race Committee, an umpire should be able to revise poorly written, illegal or unenforceable instructions and constructively propose alternative wording.

### **4.4 Reporting**

An NU should maintain a log of his/her umpiring activities; the date, location, subject and leader of seminars taken; and, the date, location, and mark received of any Umpires Test taken during the last four years.

### **4.5 Original Certification**

Certification is for a period of four years, including the year of certification, ending on December 31 of the fourth year.

### **4.6 Re-certification or Reactivation**

- 4.6.1 An NU shall apply for re-certification. The umpire should have participated in a minimum of four Grade 3 or higher events out of not less than eight ISAF Graded events in the previous four years, three of which must be outside his/her region. The USC will review the application. If the applicant has met most but not all of the requirements, the USC may grant a one year extension to allow completion of the requirements. An unfavourable review will result in the umpire's recertification being downgraded or refused.
- 4.6.2 For applications received prior to the expiry of the current certification, the certification will remain valid while the application is being processed. If approved, certification will be for a period of four calendar years, commencing on January 1 following the expiry date of the current certification, and ending on December 31, four years later. For applications received after the expiry of the current certification, if approved, recertification will be for a period of four years, including the current year, ending on December 31 of the fourth year.
- 4.6.3 The USC may recertify an individual who has been an IU or an SC umpire at the Regional or National level for a significant period but his/her certification has lapsed for reasons considered acceptable. The granting of such certification may be for a period other than that described above. This is a discretionary decision and is not subject to appeal.

## **ISAF International Umpire**

The requirements for an IU are controlled and maintained by ISAF; they are detailed in the ISAF Regulations which can be obtained from the ISAF website. A first-time applicant must be nominated by his/her MNA and so must be supported by the SC Executive.

### **5 Prerequisite**

The applicant shall belong to an SC member club or other organization affiliated with SC, and shall also meet the nationality requirements of the ISAF Regulations. The applicant shall be an NU or have equivalent experience.

#### **5.1 Application**

- 5.1.1 A first time IU application shall be sent to the USC no later than June 1<sup>st</sup> of the year in which the umpire intends to apply. The umpire may detail any shortcoming or missing requirements with the expected completion date.
- 5.1.2 The USC will be responsible for reviewing first-time applications for certification as an IU, soliciting and collecting the applicant's references and verifying the other elements of the application. The USC will recommend that Sail Canada either accept or reject the application. A decision not to support the application will be communicated to the applicant and the Sail Canada Executive Director in writing, together with the reasons for its rejection. If the application is accepted, the USC will recommend to the SC Executive Director that the application be supported and that it be forwarded to ISAF.
- 5.1.3 The SC Executive Director may accept or reject the USC recommendation. If the SC Executive Director rejects the USC recommendation, he/she shall inform the applicant of its decision and the reasons for it and copy the Chairman of the USC. The SC Executive Director will forward successful applications to ISAF together with the applicant's completed documents, copied to the Chairman of the USC.
- 5.1.4 ISAF will process the application and make its decision known in accordance with its regulations and procedures.
- 5.1.5 Sail Canada staff will make appointments of Canadian IUs as Canadian NUs by means of an administrative action, so that Canadian IUs are clearly 'Canadian Officials' for the purposes of D&O coverage.