



**Sailing to Win**  
*La voile pour la victoire*



**Sailing for Life**  
*La voile pour la vie*

## CYA Race Officer Certification Program Outline with Reference Form

Assistant Race Officer (ARO)	
<b>Description</b>	An ARO is capable of assisting in the running of a race as a member of the Race Committee crew of a regatta.
<b>Certification</b>	By the Provincial Sailing Association (PSA).
<b>Pre-requisites for certification</b>	Sailing or boating experience. Successful completion of the 4 hour CYA ARO Race Management Course given by a CYA Race Management Course Conductor (RMCC).
<b>Training Book requirement</b>	Join the Race Committee Team.
<b>Supporting documentation</b>	<ul style="list-style-type: none"> <li>▪ PSA record of CYA ARO Race Management Course attendance within four years of the application.</li> <li>▪ A CYA Race Officer Application form.</li> </ul>
<b>Recertification*</b>	<ul style="list-style-type: none"> <li>▪ By the PSA after evidence of service at a minimum of four events per certification period.</li> <li>▪ Submit application for re-certification to the PSA using a CYA Race Officer Application form.</li> </ul>

Club Race Officer (CRO)	
<b>Description</b>	A CRO is capable of managing the 'on-the-water' operations of regattas at the club and provincial levels.
<b>Certification</b>	By the PSA.
<b>Pre-requisites for certification</b>	<ul style="list-style-type: none"> <li>▪ Successful completion of the 12 hour CYA CRO Race Management Course given by a CYA Race Management Course Conductor (RMCC).</li> <li>▪ Record of practical experience in Race Committee organization, as a Race Officer (RO) at a minimum of two events.</li> <li>▪ Must have a Pleasure Craft Operator Card (PCOC) or equivalent certification.</li> <li>▪ Must have a Restricted Operator Certificate (Maritime) (ROC(M)) certification.</li> </ul>
<b>Training Books requirements</b>	<ul style="list-style-type: none"> <li>▪ Join the Race Committee Team.</li> <li>▪ Current version of the Racing Rules of Sailing.</li> <li>▪ Current edition of the CYA Race Management Manual.</li> </ul>
<b>Supporting documentation</b>	<ul style="list-style-type: none"> <li>▪ PSA record of CYA CRO Race Management Course attendance in the last four years prior to the application.</li> <li>▪ A CYA Race Officer Application form.</li> </ul>
<b>Recertification*</b>	<p>By the PSA.</p> <ul style="list-style-type: none"> <li>▪ After evidence of service at a minimum of four events per certification period as a race officer.</li> <li>▪ Must have a Pleasure Craft Operator Card (PCOC) or equivalent certification.</li> <li>▪ Must have a Restricted Operator Certificate (Maritime) (ROC(M)) certification.</li> <li>▪ Submit application for re-certification to the PSA using a CYA Race Officer Application form.</li> </ul>

## National Race Officer (NRO)

<b>Description</b>	A NRO is capable of managing the 'on-the-water' operations of provincial, regional and national championships, utilizing a variety of racing formats.
<b>Certification</b>	By the CYA Race Management Sub-Committee (RMSC).
<b>Pre-requisites for certification</b>	<ul style="list-style-type: none"> <li>▪ Minimum two year service as CRO.</li> <li>▪ Minimum four events as a RO, Principal Race Officer (PRO), Deputy Race Officer (DRO) or Mentor within the past two years.</li> <li>▪ Successful completion of the CYA NRO / SNRO Race Management Course within the last four years prior to the application.</li> <li>▪ Applicants must show they have kept abreast of the changes made to the current RRS and are certified at any level as a jurist.</li> <li>▪ Evidence of experience in varying currents, depths and weather conditions.</li> <li>▪ Evidence of exposure to different venues.</li> <li>▪ Experience with different racing formats such as one design racing, handicap keel boat racing, buoy racing and utilization of various course formats; windward/leeward, trapezoid, triangle, upwind and downwind finishes.</li> <li>▪ Demonstrating 'on-the-water' ability, particularly in stress situations and positive results of a review by peers and mentors.</li> <li>▪ Must have a Pleasure Craft Operator Card (PCOC) or equivalent certification.</li> <li>▪ Must have a Restricted Operator Certificate (Maritime) (ROC(M)) certification.</li> </ul>
<b>Training Books requirements</b>	<ul style="list-style-type: none"> <li>▪ Join the Race Committee Team.</li> <li>▪ Current version of the Racing Rules of Sailing.</li> <li>▪ Current edition of the CYA Race Management Manual.</li> <li>▪ Recommended ownership of ISAF cases, CYA appeals and ISAF Q&amp;A's. The documents are available for purchase on-line or via free download in PDF format.</li> </ul>
<b>Supporting documentation</b>	<ul style="list-style-type: none"> <li>▪ Sailing instructions drafted under the responsibility of the applicant for a handicap keelboat and/or one design event where the applicant served as a RO or PRO.</li> <li>▪ A CYA Race Officer Application form.</li> <li>▪ An email address list of four (4) National and higher officials (ROs, Judges &amp; Umpires) who have served with the candidate for major events over the preceding four years with at least two being Race Officers.</li> <li>▪ Report forms will be sent to selected references by the RMSC.</li> </ul>
<b>Recertification*</b>	<ul style="list-style-type: none"> <li>▪ By the CYA RMSC. After evidence of service at a minimum of four events per certification period as PRO, RO, DRO or Mentor of same.</li> <li>▪ Applicants must show they have kept abreast of the changes made to the current RRS and are certified at any level as a jurist.</li> <li>▪ Must have a Pleasure Craft Operator Card (PCOC) or equivalent certification.</li> <li>▪ Must have a Restricted Operator Certificate (Maritime) (ROC(M)) certification.</li> <li>▪ Submit application for re-certification to the CYA using a CYA Race Officer Application form.</li> <li>▪ Successful completion of CYA NRO / SNRO Race Management Course within the last six years.</li> </ul>

## Senior National Race Officer (SNRO)

<b>Description</b>	A SNRO is capable of managing, as RO or PRO, the 'on-the-water' operations of national and international championships of above-average size and complexity. The SNRO is familiar with all racing formats. The SNRO is familiar and has experience in every area of conducting a multi class regatta from participation as a member of the OA to leader of the race committee.
<b>Certification</b>	By the CYA RMSC.
<b>Pre-requisites for certification</b>	<ul style="list-style-type: none"> <li>▪ Minimum two years service as NRO.</li> <li>▪ Minimum four events as a RO, PRO, DRO or Mentor within the past two years.</li> <li>▪ Successful completion of the CYA NRO / SNRO Race Management Course within the last four years prior to the application.</li> <li>▪ Applicants must show they have kept abreast of the changes made to the current RRS and are certified at any level as a jurist.</li> <li>▪ Evidence of experience in varying currents, depths and weather conditions.</li> <li>▪ Evidence of exposure to different venues.</li> <li>▪ Evidence of knowledge of all the various formats of racing and experiences with fleet racing plus a minimum of two other formats: (match, radio, board, team, offshore).</li> <li>▪ Evidence of running races utilizing at least 5 of the following 6 formats; windward/leeward, trapezoid, triangle courses, Z course sailboard races, multiple class starts, and handicap racing.</li> <li>▪ Demonstrating 'on-the-water' ability, particularly in stress situations and positive results of a review by peers and mentors.</li> <li>▪ Must have a Pleasure Craft Operator Card (PCOC) or equivalent certification.</li> <li>▪ Must have a Restricted Operator Certificate (Maritime) (ROC(M)) certification.</li> </ul>
<b>Training Books requirements</b>	<ul style="list-style-type: none"> <li>▪ Join the Race Committee Team.</li> <li>▪ Current version of the Racing Rules of Sailing.</li> <li>▪ Current edition of the CYA Race Management Manual.</li> <li>▪ Recommended ownership of ISAF cases, CYA appeals and ISAF Q&amp;A's. The documents are available for purchase on-line or via free download in PDF format.</li> </ul>
<b>Supporting documentation</b>	<ul style="list-style-type: none"> <li>▪ Sailing instructions drafted under the responsibility of the applicant for a provincial, regional championship, national or international championship where the applicant served as an RO or PRO.</li> <li>▪ A CYA Race Officer Application form.</li> <li>▪ An email address list of six (6) National and higher officials (ROs, Judges &amp; Umpires) who have served with the candidate for major events over the preceding four years with at least two being Race Officers. Report forms will be sent to selected references by the RMSC.</li> </ul>
<b>Recertification*</b>	<ul style="list-style-type: none"> <li>▪ By the CYA RMSC. After evidence of service at a minimum of four events per certification period as DRO, PRO, RO, or Mentor of same.</li> <li>▪ Applicants must show they have kept abreast of the changes made to the current RRS and are certified at any level as a jurist.</li> <li>▪ Must have a Pleasure Craft Operator Card (PCOC) or equivalent certification.</li> <li>▪ Must have a Restricted Operator Certificate (Maritime) (ROC(M)) certification.</li> <li>▪ Submit application for re-certification to the CYA using a CYA Race Officer Application form.</li> <li>▪ Successful completion of CYA NRO / SNRO Race Management Course within the last six years.</li> </ul>

### International Race Officer (IRO)

<b>Description</b>	An IRO is responsible for the Organization and management of International racing events and may serve as the RO, the PRO, as a Class appointed Course Representative, as a Member National Authority (MNA) appointed Course Representative or as an ISAF appointed Course Representative.
<b>Certification</b>	<ul style="list-style-type: none"> <li>▪ By the International Sailing Federation (ISAF).</li> <li>▪ Prior to being nominated as an IRO candidate by the CYA, the applicant must be approved by the CYA RMSC. Approval criteria consist of verification by the CYA RMSC of the requirements stated in ISAF Regulations 33.5(b), 33.9, 33.1(c) and 33.14.1.</li> </ul>
<b>Pre-requisites for certification</b>	<ul style="list-style-type: none"> <li>▪ The first time applicant must have served as a CYA certified SNRO for a minimum of four years.</li> <li>▪ First time applicants must file their applications with the CYA by July 1st of the year they wish to be considered by ISAF.</li> </ul>
<b>Supporting documentation</b>	Completed ISAF application form available on the ISAF website.
<b>Recertification</b>	By ISAF

### Race Management Course Conductor (RMCC)

<b>Description</b>	A RMCC is an NRO or higher level who has been trained to give CYA ARO and CRO Race Management Courses to applicants seeking ARO or CRO status.
<b>Certification</b>	By the CYA RMSC.
<b>Pre-requisites for certification</b>	<ul style="list-style-type: none"> <li>▪ Minimum two years service as a NRO or higher.</li> <li>▪ After successful organization and running two CYA ARO and CRO Race Management Courses under supervision of a RMCC during the last two year period.</li> </ul>
<b>Supporting documentation</b>	<ul style="list-style-type: none"> <li>▪ A list of all courses conducted over the preceding two year period, including names, current email addresses of the Course chairman and/or Host Official and the supervising RMCC.</li> <li>▪ A CYA Race Officer Application form.</li> </ul>
<b>Recertification*</b>	<ul style="list-style-type: none"> <li>▪ Must hold three Race Management Courses per certification period.</li> <li>▪ List of all courses conducted during the certification period.</li> <li>▪ Must have attended an IRO, advanced US-Sailing course or a CYA NRO / SNRO Race Management Course within the past certification period.</li> <li>▪ By the CYA RMSC.</li> <li>▪ Submit application for re-certification to the CYA using a CYA Race Officer Application form.</li> </ul>

### Race Management Master Course Conductor (RMMCC)

<b>Description</b>	A RMMCC is a RMCC with a SNRO or higher level certification who has been trained to instruct the CYA Race Management Course to applicants seeking certification as a NRO / SNRO
<b>Certification</b>	By the CYA RMSC after acting as an instructor trainee at a CYA Race Management NRO / SNRO Course.
<b>Pre-requisites for</b>	<ul style="list-style-type: none"> <li>▪ Minimum two year service as a RMCC.</li> </ul>

<b>certification</b>	<ul style="list-style-type: none"> <li>▪ Current certification as a SNRO or higher.</li> <li>▪ After successful organization and running of one CYA NRO / SNRO Race Management Course under supervision of a certified RMMCC during the last two year period either as the primary or assistant instructor.</li> </ul>
<b>Supporting documentation</b>	<ul style="list-style-type: none"> <li>▪ A list of all courses conducted over the preceding four year period, including names, current email addresses of the Course chairman and/or Host Official and the supervising RMMCC.</li> <li>▪ Submitting a CYA Race Officer Application form.</li> </ul>
<b>Recertification*</b>	<ul style="list-style-type: none"> <li>▪ Submit application for re-certification to the CYA using a CYA Race Officer Application form.</li> <li>▪ List of all courses conducted during the certification period.</li> <li>▪ By the CYA RMSC.</li> </ul>

\*There will be a 4-year certification period, expiring December 31st. (First term will then be certification year plus 3 years).

***Program / Document Revision Tracking***

<b>Date</b>	<b>Revision</b>	<b>By</b>	<b>Approved by</b>
2009 April 7	Initial rework	CYA RMSC - Peter van Muyden	
2009 May 7	Changed RMI to RMMCC	CYA RMSC - Peter van Muyden	TCC
2009 May 15	Changed RMWG to RMS	CYA RMSC - Peter van Muyden	
2011 March 16	Addition of PCOC & ROC(M) requirements; changed RMS to RMSC	CYA RMSC - Peter van Muyden / CYA Training & Competitions Administrator	TCC
2011 September 28	Cosmetic changes for semantic clarification	CYA RMSC - Peter van Muyden / CYA Training & Competitions Manager	TCC

# Reference Form for Race Management Performance

This form should be completed by National or higher level Race Officer. Please send the completed form to both the **CYA** office and the candidate. All forms will be treated confidentially and will be considered along with the candidate's application.

Candidate's Name:		Province:	
Address:			
Tel:		E-mail:	
How long have you known the candidate?			
List below the important events where you have worked together, specifying your role and that of the candidate:			
Event	Role of Candidate	Your Role at Event	
<b>* Please write Comments / Needs for improvement / Special strengths for each category below</b>			
<b>1. Rules Application</b>	*	Not Yet Acceptable <input type="checkbox"/>	Acceptable <input type="checkbox"/> Don't know <input type="checkbox"/>
<b>2. Course Management</b>	*	Not Yet Acceptable <input type="checkbox"/>	Acceptable <input type="checkbox"/> Don't know <input type="checkbox"/>
<b>3. Observation</b>	*	Not Yet Acceptable <input type="checkbox"/>	Acceptable <input type="checkbox"/> Don't know <input type="checkbox"/>
<b>4. Communication</b>	*	Not Yet Acceptable <input type="checkbox"/>	Acceptable <input type="checkbox"/> Don't know <input type="checkbox"/>
<b>5. Temperament &amp; Behaviour</b>	*	Not Yet Acceptable <input type="checkbox"/>	Acceptable <input type="checkbox"/> Don't know <input type="checkbox"/>
<b>6. Physical Fitness</b>	*	Not Yet Acceptable <input type="checkbox"/>	Acceptable <input type="checkbox"/> Don't know <input type="checkbox"/>
<b>7. Comments Not covered above</b>	Other special strengths:		
	Other difficulties:		
<b>Reviewer</b>	Name:	Signature:	Date: