



## **CYA Judges Program**

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

The CYA Judges Program has three aims. First, to serve the sport by producing well qualified Judges and protest committee personnel. The second is to encourage sailors to become involved in protest hearings at all levels of competition. The third is actively to improve the knowledge and skills of Judges so that they may more effectively administer the racing rules, on the water and in the protest hearing room.

The Program recognizes and certifies three levels of Judge, Club, Regional and National, to allow for each individual's ambitions and capabilities.

The CYA Judges' Sub-Committee is responsible for the Program, developing and/or approving training materials and setting standards, so that the Program is consistent across Canada.

A Club Judge serves their local and area sailing community. They are an important part of the sailing sport structure serving on the club protest committee as well as other events within their area.

The training and certification of a Club Judge is delegated to the Provincial Sailing Associations. Clubs are important to the Program, because they are familiar with the Protest Committee (PC) personnel in their area and so are able to recommend certification to the Provincial Certification Committee. This first step is easily achieved but the initiative to reach a higher level must be self-motivated.

The training and certification of a Regional or National Judge is the responsibility of the CYA Judges' Sub-Committee. A Regional Judge will have shown the ability to organize and chair PCs at provincial and national regattas. The National Judge must have the knowledge and experience to be able to assist in the organizing and operation of national and international regattas and to act as the Chief Judge.

A National Judge may ultimately apply for certification as an International Sailing Federation, ISAF Judge.

### **The Candidate**

Candidates for the Regional and National levels should have wide personal experience of racing, (especially as owner/skipper), allowing them to view situations from the competitors' perspective. They should have experience in protest hearings and also in race management. It is expected that they will have earned the respect of their fellow sailors, on and off the water.

Candidates are required to determine the facts pertaining to a protest and to listen to the evidence with an open, impartial mind. The temperament of a candidate is of equal importance to knowledge and experience. The latter can be accumulated, but a person's temperament is integral to their ability to make fair decisions. PC members must be able to remain unemotional during hearings and PC Chairs should be able to control hearings fairly, firmly and decisively. The personal conduct of CYA Judges should be above reproach before, during and after an event and they are expected to behave within acceptable social standards. A Judge should be 'user friendly' and approachable, but never seen to be favouring one competitor over another by their words or actions.

Above all, a Judge must be willing and able to perform without malice, disregard any grievance or pre-conceived opinions and make decisions based only on the Racing Rules of Sailing (RRS) and the facts presented.



## **CYA Judges Program**

### **Administration**

#### A.1 The Judges' Sub-Committee

A.1.1 The Judges' Sub-Committee operates under the authority of and reports to the CYA Training and Certification Committee. It also collaborates with the CYA Executive Director and assigned CYA staff to ensure that its proposals and activities are in keeping with CYA policies and operating procedures.

A.1.2 The Judges' Sub-Committee consists of a Chairman, Vice-Chairman (if named) and three to seven additional members. All members will be certified Judges and the majority must be National Judges or higher. However, from time to time, a person with specific skills who is not a Judge may be added, provided that the majority provision is maintained.

A.1.3 The Judges' Sub-Committee is responsible for setting and adhering to the standards required for the three Judge levels. These standards, together with their administrative requirements will be referred to as the "Judges Program".

A.1.4 The Judges' Sub-Committee will develop and update instructor and student aids, manuals, tests, logbooks, certificates, badges, etc. to support the Program's objectives.

A.1.5 The Judges' Sub-Committee will develop and maintain a roster of instructors who are familiar with the training materials that it has developed and are able to conduct seminars based on ISAF or other approved instructional materials for use in the Judges Program.

A.1.6 The Judges' Sub-Committee will provide Provincial Sailing Associations with the materials developed for the Judges Program and cooperate in organizing clinics and seminars.

A.1.7 The Judges' Sub-Committee is responsible for the certification of all Judges, except that the certification for a Club Judge is delegated to the Provincial Sailing Associations, subject to their satisfying the requirements of Section **A.2**. If a Provincial Sailing Association is unable to fulfill this responsibility, the Judges' Sub-Committee will assume that role until the Provincial Sailing Association is able to do so.

A.1.8 The Judges' Sub-Committee will recommend any fees, in proportion to the services provided.



## **CYA Judges Program**

### **A.2 Provincial Certification Committee**

- A.2.1 A Provincial Sailing Association is authorized to form a Provincial Certification Committee. To serve the needs of their region, two or more adjacent Provincial Sailing Associations may form a combined Certification Committee.
- A.2.2 A Provincial Certification Committee will consist of a minimum of three members and the Chairman shall be a Regional Judge or higher. The remaining members should be Club Judges (or higher). If the Provincial Sailing Association is unable to meet these requirements, they may be waived by the CYA Judges' Sub-Committee, if a formal written request is received and approved.
- A.2.3 The training materials, including tests, used by a Provincial Sailing Association to deliver the Program to Judges within their region, shall conform to the conditions of **A1.4**.
- A.2.4 A Provincial Certification Committee is responsible for processing applications (and re-applications) for Club Judges within its jurisdiction. It shall review and assess the application and may approve or reject it. This decision and its grounds will be communicated to the applicant in writing. The certification process is completed when a copy of the application and the written decision are forwarded to the Judges' Sub-Committee.
- A.2.5 A Provincial Certification Committee may also submit the application to the Judges' Sub-Committee for their consideration if it believes that the candidate's abilities exceed the Club Judge requirements.
- A.2.6 A Club Judge whose application has been refused by the Provincial Certification Committee may request that the decision be reviewed. This claim should show that the Provincial Certification Committee has missed or misread some of the material supplied, or failed to follow the correct procedure or acted inappropriately. The Provincial Certification Committee shall then, after due consideration, uphold or reverse their original decision. Such decision will be communicated in writing to the applicant and to the CYA Judges' Sub-Committee. If the applicant is still dissatisfied, they may request that the CYA Judges' Sub-Committee themselves review the decision of the Provincial Certification Committee.
- A.2.7 A Provincial Certification Committee may have other duties assigned to it by the Provincial Sailing Association.



## **CYA Judges Program**

### **A3 National Certification, ISAF Applications, Reports, Discipline and Appeal**

- A.3.1 The Chairman of the Judges' Sub-Committee may create a Certification Panel of two or more members to process an application for certification at the Regional or National level.
- A.3.2 The Certification Panel will solicit and collect any references deemed necessary and verify other elements of the application. It will provide a written report and a recommendation to the Judges' Sub-Committee. The recommendation may be that the application be approved, refused or that the applicant be certified at a level other than that requested on the application.
- A.3.3 The Judges' Sub-Committee will review the above recommendation and by a simple majority vote, approve, reject or alter the Certification Panel's recommendation. The decision of the Judges' Sub-Committee and the reasons for it will be communicated to the applicant in writing.
- A.3.4 The Judges' Sub-Committee will be responsible for reviewing first-time applications for an International Judge, for details, see Section 4.
- A.3.5 The Judges' Sub-Committee will be responsible for reviewing regatta reports submitted by the Chief Judge for the events.
- A.3.6 A Regional or National Judge whose application for certification or re-certification has been refused by the Judges' Sub-Committee may request that the decision be reviewed. The claim should show that the Judges' Sub-Committee has missed or misread some of the material supplied, failed to follow the correct procedure or acted inappropriately. The Judges' Sub-Committee will consider the request and after reviewing the documents, will make its decision to uphold or reverse the original decision. Such decision and the reasons for it will be communicated in writing to the applicant. If the applicant is not satisfied with the results of the review, they may request that the Training and Certification Committee review the decision of the Judges' Sub-Committee.
- A.3.7 The Training and Certification Committee will be responsible for accepting an appeal lodged by a Regional or National Judge whose application for certification or re-certification has been refused or downgraded. The appeal shall be based on an allegation that the Judges' Committee has either failed to follow the designated procedure or acted inappropriately. The Training and Certification Committee will obtain a copy of the application and written comments from the Judges' Sub-Committee and the applicant. After review, the Training and Certification Committee will uphold or deny the appeal. Their decision shall be final and will be communicated in writing to the Judges' Sub-Committee and the applicant.
- A.3.8 The Judges' Sub-Committee will investigate an allegation that a Judge has displayed inappropriate behaviour or incompetence. On receipt of such an allegation in writing, the Judges' Sub-Committee will inform the Judge thereof and provide a copy of the report received. The Judge will be asked to respond in writing to the allegation. After careful review, the Judges' Sub-Committee may dismiss the matter with no further action, may admonish the judge, or may take other action that it deems appropriate, up to and including as placing the Judge on probation, revoking the Judge's certification. Their decision and the reasons for it shall be communicated to the judge in writing.



## **CYA Judges Program**

### **A.4 Judge Emeritus**

A.4.1 The Judges Sub-Committee may, from time to time, confer the status of Judge Emeritus on an individual who has given long-standing service as a CYA Judge, made an exceptional contribution to our sport, and who has voluntarily retired their certification. It is a lifetime appointment. A Judge Emeritus will be listed as part of the database, continue to receive communication as it relates to the Judges Program and may act as a resource to the organization. A Judge Emeritus is an honorary position and so there is no application procedure.

### **A5 Master Copy**

A.5.1 The Master Copy of the Judges' Program will be held by the Chairman of the Judges' Sub-Committee. The revision date shall be noted in the footer of the document and will also indicate the status of the document, such as: Draft or revision number (date); Draft for approval by TCC (date); or Approved by TCC (date).

A5.2 A working copy will be provided to the CYA Office for general use including its posting on the website or production in paper format. The Chairman will ensure that the Office is kept current with changes made to the program. In case of conflict or doubt, the Master Copy held by the Chairman will be the taken as the Original Copy.



## **CYA Judges Program**

### **1. Club Judge**

The principal role of a Club Judge is to support the club's protest committee and related duties at their home club, or at nearby events in which their club participates.

#### **Club Judge**

##### **1.1 Prerequisite**

1.1.1 The applicant shall belong to a CYA member club or other organization affiliated to an ISAF member national authority. The applicant may apply for certification to the Provincial Sailing Association (PSA) of their residence or their Club's PSA. In the case of a foreign national, they shall apply directly to the CYA Judges Sub-Committee.

##### **1.2 Application Form and References**

1.2.1 The PSA sends the completed application form to the Provincial Certification Committee. The application must detail the practical and theoretical tasks satisfactorily completed, (see 1.3). Also required are two references from any combination of the following: Commodore, Rear Commodore or Club Fleet Captain, a CYA Regional or National Judge or a certified foreign national. OR

1.2.2 A formal letter from an officer of the applicant's club, preferably on club letterhead, confirming that the applicant is an active club member and requesting that the applicant be certified.

##### **1.3 Practical Experience**

###### **1.3.1 Protest Committee Experience**

Applicant's experience shall include the following:

- a) A sound knowledge of the Racing Rules of Sailing
- b) Preparation for and organization of the protest hearing
- c) Participation on protest committees
- d) Knowledge of the procedure to chair a hearing

###### **1.3.2 Racing Participation**

Applicant's experience should include:

- a) Racing at the club level or higher, at least occasionally, within the last four years

###### **1.3.3 Race Committee Experience**

Applicant's experience should include:

- a) Participation in the various duties involved with running a race, timing, flag signals, sound signals, mark setting, etc

##### **1.4 Theory Requirements**

1.4.1 The applicant shall have attended Rules, Judging or Race Management Seminars within the last four years. The seminar leader for the Rules or Judging Seminar shall be a person designated by the Judges' Sub-Committee. The leader for a Race Management Seminar shall be a person approved by the Race Management Sub-Committee. An ISAF Judge Seminar would be acceptable. A national seminar presented by a foreign MNA may be accepted but will be decided on a case by case basis.

1.4.2 The applicant shall have achieved a passing grade on any written Rules Test that may be taken at a seminar or at some other approved occasion within the last four years. The Rules Test shall be one approved by the Judges' Sub-Committee.



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### **1.5 Reporting**

- 1.5.1 A Club Judge should maintain a log of all their activities in Sections **1.3** and **1.4** during the past four years. Other significant activities relating to sail boat racing or regatta management should also be included.

### **1.6 Original Certification**

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

### **1.7 Re-Certification**

- 1.7.1 A Club Judge shall apply for re-certification. The Club Judge should have acted as a PC member (or Chair) during each of the four years. The Provincial Certification Committee will examine the Judge's application and a favourable review will result in the Judge being re-certified. If the applicant has met most of the requirements of **1.3** and **1.4**, but not all, the Provincial Certification Committee may grant a one year extension so that the requirements may be completed. An unfavourable review will result in the re-certification being refused. This decision and the reasons for it will be communicated to the Judge in writing.
- 1.7.2 For applications received prior to the expiry of the current certification, the certification shall 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 the certification will be for a period of four years, including the current year, ending on December 31 of the fourth year.

### **1.8 Appeal**

- 1.8.1 A decision of the Provincial Certification Committee may be appealed. The complete process is detailed in **A2.6** of the Administration Section of the Judges Program.



## **CYA Judges Program**

### **Regional and National Judges**

The Club Judge requirements rely heavily on satisfactorily completed tasks. The Regional and National levels add a new dimension, in that in addition to the technical capabilities of the candidate, an assessment of their judicial temperament is required from their peers as described below.

Assessment of judicial temperament necessarily involves a subjective judgment of the candidate. However, at the Regional or National level where the Judge is expected to serve outside their region or their country, the attainment of essentially technical skills is not enough. Judges certified at the National level will be expected to represent the best in Canada by their actions and decisions.

It is therefore essential that the applicant attend events outside their region, or the country. The regions as defined by the 2009 CYA Long Term Athlete Development strategy are: West (BC, AB, SK, MB), Central (ON, QC), and East (NB, NS, PE, NL).

Also counting as a Regional event regardless of its location would be:

- a) CYA titled events, World or NA's Championships if there is:
  - i) a minimum of 5 races scheduled, and
  - ii) a 5 person protest committee, the majority being IJs or from outside the region
- b) National Championship subject to the additional conditions:
  - i) a dinghy fleet of 50 or more boats, OR
  - ii) a multi-hull or keel boat fleet of 25 or more boats

### **2 - Regional Judge**

#### **2.1 Prerequisites**

2.1.1 The applicant shall belong to a CYA member club or other organization affiliated to an ISAF member national authority.

The applicant shall be a Club Judge or have equivalent experience.

#### **2.2 Application and References**

2.2.1 A completed application form shall contain a detailed list of practical and theoretical tasks completed, events attended, including the names of the Chief Judges, plus *three* references from any combination of the following: A member of the Provincial Certification Committee, a Canadian or foreign National Judge, ISAF Judge, Umpire, or Race Officer. References other than those listed may be sought but will have to be approved. The application is to be sent to the Judges' Sub-Committee, via the CYA Office.

#### **2.3 Practical Experience**

2.3.1 Protest Committee Experience shall include the following

- a) Chairing PCs for provincial or regional events.
  - Examples are: open regattas, class championships, and one design multi-fleet events for keel or centreboard boats).
  - Forming committees, selecting Judges, meeting the requirements of the Organizing Authority Maintaining files containing the completed protest forms and distributing copies of the hearings according to the requirements of the club or regatta
- b) On-the-water judging of kinetic infractions
- c) Be familiar with all the requirements for appeals.
- d) Served on a PC at a minimum of six significant events in the previous four years, two events being outside the applicant's region.



## **CYA Judges Program**

### 2.3.2 Racing Participation

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

### 2.3.3 Race Committee Experience

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

### 2.3.4 Regatta Organization

The applicant's experience should include general regatta organization, i.e. *other* than as race committee or protest committee. The Judge should have experienced the complex logistics of running an event from the registration and measurement to the awarding of the prizes.

## **2.4 Theory**

2.4.1 The applicant shall have attended a Rules Seminar or a Judges Seminar, or assisted in the presentation of such a seminar within the last four years. The seminars should cover all sections of the RRS and PC activities. The seminar leader for the Rules or Judging Seminar shall be a person designated or recognized by the Judges' Sub-Committee. An ISAF Judge Seminar would be acceptable. A national seminar presented by a foreign MNA may be accepted but will be decided on a case by case basis.

2.4.2 The applicant shall have achieved a passing grade in a written Rules Test that may be taken in conjunction with a seminar or at some other approved occasion within the last four years. The Rules Test shall be one approved by the Judges Sub-Committee.

2.4.3 The applicant should have attended a seminar on the kinetics rule.

2.4.4 The applicant should be familiar with the Notice of Race and Sailing Instructions and be capable of vetting them prior to a regatta. Although the Sailing Instructions are the responsibility of the race committee, a Judge should be able to critically review poorly written, illegal or unenforceable instructions and offer alternative wording in a cooperative manner.

2.4.5 The applicant should be familiar with commonly used handicapping systems and have an understanding of their principles. (Assisting the Club handicapper for a series of races or regatta would suffice).

2.4.6 The applicant should have experience of sail and boat measuring, especially for one-design classes. (Assisting the Club or class measurer to check hulls and sails would suffice).

2.4.7 The applicant should have a valid Pleasure Boat Operators Card

2.4.8 The applicant should have a valid VHF License.

## **2.5 Reporting**

2.5.1 A Regional Judge should maintain a log of their activities in Section 2.3; the date, location, subject and leader of seminars taken; and, the date, location, and mark received of any Rules Test taken during the last four years. Other activities relating to sail boat racing or regatta management may also be recorded to facilitate re-certification or application to the next level. In addition, a regatta report may be required to be filed for specific events.

## **2.6 Original Certification**



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

### **2.7 Re-certification or Reactivation**

2.7.1 A Regional Judge must apply for re-certification and should have participated in a minimum of six significant events in the previous four years, two of which must be outside their region. The Judges' Sub-Committee will review the application. A favourable review will result in re-certification. If the applicant has met most, but not all of the requirements, the Judges' Sub-Committee Committee may grant a one year extension in order complete the requirements. An unfavourable review will result in the Judge's recertification being downgraded to Club Judge, or refused. This decision and the reasons for it will be communicated in writing to the Judge

2.7.2 For applications received prior to the expiry of the current certification, the certification shall 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 approved applications received after the expiry of the current certification, recertification is for a period of four years, including the current year, ending on December 31 of the fourth year.

2.7.3 The Judges' Sub-Committee, upon receiving an application, may grant certification to someone who has been a CYA judge at the Regional or National level for a significant period but their certification has lapsed for reasons considered appropriate. The granting of such certification may be for a period other than that described in **2.6.1**. This is a discretionary decision and not subject to **2.8**: Appeal.

### **2.8 Appeal**

2.8.1 A decision of the Judges' Sub-Committee may be appealed. The complete process is detailed in **A3.6** of the Administration section of the Judges Program.



## **CYA Judges Program**

### **3. National Judge**

#### **3.1 Prerequisites**

- 3.1.1 The applicant shall belong to a CYA member club or other organization affiliated to an ISAF member national authority.  
Applicant shall be a Regional Judge or have equivalent experience.

#### **3.2 Application and References**

- 3.2.1 A completed application form containing a detailed list of practical and theoretical tasks completed, events attended, including the names of the Chief Judge, plus *five* references from any combination of the following: Canadian or foreign National Judge or an ISAF Judge, Umpire or Race Officer. References other than those listed may be sought, but must be approved. The application is to be sent to the Judges' Sub-Committee.

#### **3.3 Practical Experience**

- 3.3.1 Protest Committee Experience shall include the following:
- a) Chairing protest committees for provincial, regional, national events and/or being a member of an international jury
    - Examples of such events would be open regattas, national, North American or World Championships, one design multi-fleet regattas, keel or centreboard boats
    - Forming committees, selecting Judges and meeting the requirements of the Organizing Authority.
    - Hearing protests in accord with ISAF procedures
    - Maintaining files containing the completed protest forms and distributing copies of the hearings in accord with the requirements of the club or regatta
  - b) Preparing and filing regatta reports
  - c) On-the-water judging of kinetic infractions
  - d) Some experience with properly constituted no-appeal juries
  - e) Have served on a minimum of eight significant events in the preceding four years, at least two of which shall be outside the applicant's region

#### 3.3.2 Racing Participation

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

#### 3.3.3 Racing Committee Experience

The applicant is strongly encouraged to participate in race management.

#### 3.3.4 Regatta Organization

The applicant's experience should include all aspects of regatta organization. The Judge should now have a thorough understanding and experience of the logistics of running an event from the registration and measurement to the awarding of the prizes.

#### **3.4 Theory**

- 3.4.1 The applicant shall have attended a Rules Seminar or Judges Seminar, or assisted in or presented such a seminar within the last four years. The seminars should cover all sections of the RRS and PC activities. The seminar leader for the Rules or Judges Seminar shall be a person designated or recognized by the Judges Sub-Committee. An ISAF Judge Seminar would be acceptable. A national seminar presented by a foreign MNA may be accepted but will be decided on a case by case basis.



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- 3.4.2 The applicant shall have written and obtained a passing grade in an Advanced Judges' Test that may be taken in conjunction with a seminar or some other approved occasion within the last four years. Such a Test shall be one approved by the Judges Sub-Committee.
- 3.4.3 The applicant should have attended a seminar on the kinetics rule, and also assisted or presented such a seminar.
- 3.4.4 The applicant should have critically reviewed the Notice of Race and Sailing Instructions for a regatta. Although these items are the responsibility of the Organizing Authority and the Race Committee, a Judge should be able to revise poorly written, illegal or unenforceable instructions and constructively propose alternative wordings.
- 3.4.5 The applicant should be familiar with handicapping systems and understand their principles. (Assisting the club handicapper for the club series or regatta would be sufficient.)
- 3.4.6 The applicant should have experience in sail and boat measuring, especially for one-design classes and have a general knowledge of their principles as applied to handicap racing. (Assisting the club, class or regatta measurer would be sufficient.)
- 3.4.7 The applicant should have a valid Pleasure Boat Operators Card
- 3.4.8 The applicant should have a valid VHF License.

### **3.5 Reporting**

- 3.5.1 A National Judge should maintain a log of their activities in Section 3.3; the date, location, subject and leader of seminars taken; and, the date, location, and mark received of any written Tests taken during the last four years. Other activities relating to sail boat racing or regatta management may also be recorded to facilitate re-certification or application to the next level. In addition, a regatta report may be required to be filed for specific events.

### **3.6 Original Certification**

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

### **3.7 Re-certification or Reactivation**

- 3.7.1 A National Judge shall apply for re-certification. The Judge should have participated in a minimum of eight significant events in the previous four years, two of which must be outside their region. The Judges Sub-Committee will review the application. A favourable review will result in re-certification. If the applicant has met most but not all of the requirements, the Judges' Sub-Committee Committee may grant a one year extension so to complete the requirements. An unfavourable review will result in the Judge's recertification being downgraded to lower level or refused. This decision and the accompanying reasons will be communicated to the Judge in writing.
- 3.7.2 For applications received prior to the expiry of the current certification, it shall 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.



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3.7.3 The Judges Committee, upon receiving an application, may grant certification to an individual who has been a CYA Judge at the Regional or National level for a significant period but their certification lapsed for reasons considered appropriate. The granting of such certification may be for a period other than that described in **3.6.1**. This is a discretionary decision and may not be appealed.

### **3.8 Appeal**

3.8.1 A decision of the Judges' Sub-Committee may be appealed. The complete process is detailed in **A3.6** of the Administration section of the Judges Program.



## **CYA Judges Program**

### **4. ISAF International Judge**

The requirements for an International Judge are controlled and maintained by the ISAF; they are detailed in the ISAF Regulations for Judges and can be obtained from the ISAF website. A first-time applicant must be nominated by their National Authority and so must be supported by the Executive of the Canadian Yachting Association.

#### **4.1 Prerequisite**

- 4.1.1 The applicant shall belong to a CYA member club or other organization affiliated with the CYA and conforms to the nationality requirements of the ISAF Regulations.  
The applicant shall be a National Judge or have equivalent experience.

#### **4.2 Application**

- 4.2.1 A completed application form shall be in the ISAF's possession by September 1<sup>st</sup> in any given year. A Judge wishing to apply for international status is strongly advised to have the completed application sent to the Judges' Sub-Committee at least four months in advance of that date.
- 4.2.2 The Judges' Sub-Committee will be responsible for reviewing first-time applications for International Judge, soliciting and collecting the applicant's references and verifying the other elements of the application. The Judges' Sub-Committee will, by a simple majority, either accept or reject the application. A decision not to support the application shall be communicated to the applicant in writing, together with the reasons for its rejection. If the application is accepted, the Judges' Sub-Committee will recommend to the CYA Executive Director that the application be supported and that it be forwarded to the ISAF, the International Sailing Federation.
- 4.2.3 The CYA Executive Director may accept or reject the Judges' Sub-Committee recommendation. If the CYA Executive Director rejects the Judges' Sub-Committee recommendation, they shall inform the applicant of its decision and the reasons for it, in writing, and copy the Chairman of the Judges' Sub-Committee. If the CYA Executive Director supports the Judges' Sub-Committee's recommendation, they will forward the application to ISAF together with their recommendation and the applicant's completed documents, and send a copy the Chairman of the Judges' Sub-Committee.
- 4.2.4 The ISAF will process the application and make its decision known in accordance with their regulations and procedures.