



Annex D: Form for Direct Submission of References

Sail Canada Judge Reference Form

Guidance to Referees for completion of the form: The completed information may be used by the Judges Sub-Committee to assess the performance of the judge using your comments as a base. Please be specific with your comments noting areas of special strengths or weaknesses. The form may be completed electronically and e-mailed to official@sailing.ca. Forms MUST be submitted within four weeks of an event to be accepted. At an event, you are encouraged to discuss your assessment with and provide a copy to the judge. Details regarding each section are on page two of this document.

Events: If the reference covers a number of events, list the events at which you served with the candidate, and the position in which the candidate was observed. Choose from: Jury Chair or Member, PC Chair or Member, Appendix P (Rule 42), On-Water Observer, Direct Judging, Other (Specify)

Table with 3 columns: Date (YY/MM), Event, Observed as

Form sections: Judge's Name, Current Certification, Address, Tel, Fax, E-mail, and three evaluation categories: 1. Rules knowledge, 2. Hearings & Contribution to Discussion, 3. Boat Driving & Handling Skills. Each category has checkboxes for Acceptable, Not Acceptable, and Not Observed.

<p>4. Communication</p> <p>English ___ French ___</p>	<p>Acceptable</p> <input data-bbox="657 191 764 254" type="checkbox"/>	<p>Not Acceptable</p> <input data-bbox="885 191 992 254" type="checkbox"/>	<p>Not Observed</p> <input data-bbox="1112 191 1219 254" type="checkbox"/>
<p>5. Temperament & Behaviour</p>	<p>Acceptable</p> <input data-bbox="657 428 764 491" type="checkbox"/>	<p>Not Acceptable</p> <input data-bbox="885 428 992 491" type="checkbox"/>	<p>Not Observed</p> <input data-bbox="1112 428 1219 491" type="checkbox"/>
<p>6. Physical Fitness (with particular reference to Appendix P: see notes)</p>	<p>Acceptable</p> <input data-bbox="657 659 764 722" type="checkbox"/>	<p>Not Acceptable</p> <input data-bbox="885 659 992 722" type="checkbox"/>	<p>Not Observed</p> <input data-bbox="1112 659 1219 722" type="checkbox"/>
<p>7. Comments on Other Duties Assigned</p>			
<p>8. Overall Assessment</p>			
<p>Reference Provider</p>	<p>Name:</p>	<p>Position or Role at an Event</p>	<p>Date:</p>

Guidelines for completing reference form:

For each category on this form, mark either "Acceptable", "Not Acceptable" or "Not Observed"

- Acceptable** You have observed the judge and in your opinion they meet the majority of the criteria listed in each section below. This does not need to be expanded on the form. However, it is useful to the judge for you to include special strengths and qualities observed in the candidate.
- Not Acceptable** You have observed the judge and in your opinion they do not meet the majority of the criteria listed in each section below. "Not Acceptable" in any category means just that - that in your opinion, the judge does not yet meet the qualifications expected of a judge at their certification level. It is useful for the judge to know particular areas in which they would most benefit from improvement and how they might accomplish it.
- Not Observed** You have not observed the judge in this area. Reasons why no assessment can be made may be given.

Acceptable Criteria:

- Rules**
- Did the judge demonstrate good rules knowledge and a proper understanding of their application?
- Knowledge**
- Was the judge able to correctly identify breaches of rule 42?
 - Did the judge recognise the principles of RRS Rules 14, 15, and 16?
 - Did the judge demonstrate an awareness of proper race committee procedures?
 - Did the judge have a clear understanding of the definitions?
 - Was the judge able to identify the precise moment of rule transition?
 - Did the judge demonstrate a willingness to accept the rules as written (including NOR and Sis?)
- Hearings**
- Was the judge punctual at hearings?
 - Did the judge understand and follow protest committee procedures?
 - Did the judge demonstrate the ability to identify the key facts?
 - Did the judge ask pertinent questions based on the getting to the relevant facts?
 - Did the judge come to a logical conclusion and a proper decision?
 - Did the judge contribute meaningfully to the discussions in the jury room?
 - Having expressed an opinion, was the judge willing to accept the decision of the team?

- Boat Handling & Driving**
- Was the judge able to operate small powerboats?
 - Did the judge properly prepare the boat?
 - Was the judge skilled at mooring or docking, and motoring to and returning from the course safely?
 - Did the judge position the boat properly for judging rule 42 under Appendix P?
 - Was the judge sensitive to wash, wake and windage?
- Communication**
- Canada has two official languages: French and English. Note proficiency in one or both languages.
 - Is the judge a good listener, taking into account fellow jurors' opinions and observations?
 - Does the judge use internationally acceptable terminology?
 - Did the judge demonstrate proper use of radio, including procedures and response to calls?
 - Was the judge able to clearly describe an incident after the event, both afloat and ashore?
 - Is the judge able to communicate clearly and calmly with competitors, officials and organisers?
- Temperament & Behaviour**
- Is the judge willing to learn and accept change?
 - Does the judge accept ISAF rules and calls and comply with ISAF code of conduct?
 - Is the judge willing to work within a team?
 - Does the judge keep calm under stress, and able to make timely accurate decisions?
 - Is the judge open-minded and accept the points of view of others?
 - Is the judge empathic with competitors, but treats all Jury Room matters as highly confidential?
 - Is the judge able to maintain good relations with judges, organisers and race committee?
 - Is the judge cordial and polite, but keeps appropriate distances from competitors, coaches and team leaders?
 - Is the judge punctual?
 - Does the judge have respect for other people's property equipment, yachts, etc.?
 - Does the judge dress appropriately at all times (on the water, in the jury room, socially after work)?
 - Does the judge abstain from alcohol until the work of the day is done?
 - Does the judge refrain from unauthorised communication with the media?
 - Does the judge demonstrate lack of prejudice to all competitors - either negative or positive?
- Physical Fitness**
- Is the judge able to spend long days on the water in small boats in bad conditions?
 - Is the judge mobile enough to transfer between small boats afloat in moderate conditions?
 - This assessment category addresses a judge's physical capabilities afloat and has no bearing on performance as a member of a protest committee. The preceding two criteria are those of World Sailing.
- Electronic File Name**
- When filing the report electronically you are asked to use the naming convention:
Judge Ref – Judge's last name **by** your last name

Example: Judge Ref – Smith by Jones