



Sail Canada Judges Program

1. Sail Canada trains and certifies race officials to ensure that competitive sailing is in compliance with *The Racing Rules of Sailing*. The Sail Canada Judges Program provides the standards and procedures for training and certification of Sail Canada judges.
2. Sail Canada's Judges Sub-Committee is responsible for the delivery of the Judges Program under delegated authority from Sail Canada's Training and Certification Advisory Committee. The Judges Sub-Committee's responsibilities are defined in its terms of reference¹.
3. Provincial Sailing Associations also have a role in judge training and certification, under delegated authority from Sail Canada. Provincial Sailing Associations may form Provincial Judge Certification Committees or may collaborate to form cooperative regional Judge Certification Committees for the purposes of training and certifying Club Judges.
4. There are three levels of judge administered under the Sail Canada Judges Program.
 - Club Judge, administered by the Provincial Sailing Associations under delegated authority from Sail Canada
 - Regional Judge, administered by the Sail Canada Judges Sub-Committee, and
 - National Judge, administered by the Sail Canada Judges Sub-Committee.
5. World Sailing trains and certifies International Judges.
6. Upon recommendation of the Judges Sub-Committee, Sail Canada may, from time to time, confer the status of *Judge Emeritus* on an individual who, as a judge, has made an exceptional contribution to our sport over an extended period of time, and who has retired their certification. Judge Emeritus is an honorary title, rather than a certification level, and there is no application procedure. It is a lifetime appointment.

Core Competencies for Judges

7. Judges 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. Protest committee members must be able to remain unemotional during hearings and protest committee chairpersons should be able to control hearings fairly, firmly and decisively. The personal conduct of Sail Canada 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

¹ Sail Canada Judges Sub-Committee Terms of Reference, April 7th 2018

approachable, but never seen to be favouring one competitor over another by his or her words or actions. Above all, a judge must be willing and able to perform their duties without malice, disregard any grievance or pre-conceived opinions and make decisions based only on the *Racing Rules of Sailing* and the facts presented. On an annual basis, every certified judge must agree to abide by the Sail Canada Code of Conduct.

Desirable Assets for Judges

8. In addition to core competencies, prerequisites and mandatory experience to be defined later, there are also desirable assets for judges. These desirable assets are not required for certification of a judge but improve a judge's personal performance and make him or her of greater value to the organizing authority of an event. Desirable assets include: continued participation in racing, exposure to handicapping systems; exposure to measurement; participation in race management; and, participation in overall regatta organization.

Judge Certification Standards and Procedures

Club Judge

9. Description: A Club Judge supports the club's racing program by serving on protest committees and acting as an advisor on racing rules and procedures at their home club, or at nearby events in which their club members participate.
10. Prerequisites: A candidate:
 - shall belong to a Sail Canada member club or other organization affiliated to a World Sailing Member National Authority;
 - shall have studied Part 2 of the Racing Rules of Sailing; this prerequisite may be satisfied on the application by attending JSC approved rules seminars or by independent study of materials such as:
 - the World Sailing *Cases* or Sail Canada *Appeals*
 - books such as Dave Perry's *Understanding the Racing Rules*
 - shall have obtained a passing mark (70 percent) on the Sail Canada Club Judge test (or equivalent).
 - shall have met the following Educational Requirement:
 - attended the Sail Canada Club Judge Seminar (or equivalent) within the four years prior to December 31.

(NOTE ON EQUIVALENCY: The Judges Sub-Committee may accept other seminars and tests in lieu of the Sail Canada Club Judge seminar and test. US Sailing seminars and tests are acceptable.)

11. Mandatory Experience: A candidate:
 - shall have practical experience of the application of *The Racing Rules of Sailing* on the race course either as helmsperson or crew;
 - shall have experience of protest hearings, either as a *party* to a protest or as a member of a protest committee at club level or higher.

12. Application and References: Candidates shall submit an application using the Club Judge Application form on the Judges page of www.sailing.ca. Candidates from British Columbia, Ontario and Quebec shall submit their applications to their Provincial Sailing Associations. Candidates from other provinces shall submit applications to Sail Canada via official@sailing.ca.
13. A minimum of two references shall be required from any combination of Club Commodore, Rear Commodore or Fleet Captain, or any certified race official who can attest to the candidate's temperament and experience with hearings. The reference form for Club Judge candidates is available on the Judges page of www.sailing.ca.
14. The Judges Sub-Committee may seek additional input it deems necessary to evaluate a candidate. The Judges Sub-Committee relies extensively on references to determine the suitability of a candidate for certification.
15. Certification is for a period of four years, including the year of certification, ending on December 31 of the fourth year.
16. Recertification: The candidate:
 - shall apply for recertification to their provincial Sailing Association, normally in the last three months of their appointment, after which their existing certification will remain in effect until a decision of the Judges Sub-Committee is made; however, should the candidate apply for recertification after expiry of certification, the Provincial Sailing Association may process the application like an initial one.
 - shall satisfy the same prerequisite, experience, and application requirements as for their initial application, except that the Education Requirement shall be replaced by the requirement to earn 80 Continuing Education Units (CEUs), awarded as shown in the following table. CEUs are valid for a duration of four years.
 - shall rewrite and obtain a passing mark (70 percent) on the Sail Canada Club Judge test (or equivalent).

Continuing Education Units

Club Judge Recertification	80 CEUs required
CJ Seminar*	80 CEUs
Safe Sport**	20 CEUs
Protest Day*	10 CEUs per hour
Judge Educational Event*	10 CEUs per hour
Racing Rules seminar	10 CEUs per hour (maximum 20 units per 4-year cycle)

*** Seminars, Protest Days, and Judge Educational Events must be official Sail Canada events or events which have been approved in advance by the Sail Canada JSC.**

**** Respect in Sport is an acceptable equivalent to Safe Sport.**

Regional Judge

17. Description: Regional Judges chair protest committees for local and regional events and routinely serve as members of protest committees for national events. Absent mitigating physical limitations, a Regional Judge is expected to be capable of judging Rule 42 on the water.
18. Prerequisites: The candidate:
- shall belong to a Sail Canada member club or other organization affiliated to a World Sailing Member National Authority;
 - shall be a Club Judge;
 - shall have a valid Pleasure Craft Operators Card (PCOC) unless prohibited by physical limitations;
 - shall have a valid VHF Licence ROC(M);
 - shall have obtained a passing mark (75 percent) on each part of the Advanced Judge test approved by the Judges Sub-Committee.
 - shall have undertaken a criminal background check (proof of a valid NEXUS card is acceptable).
 - shall have met the following Educational Requirements:
 - attended an Advanced Judge Seminar approved by Judges Sub-Committee within the four years prior to December 31.
 - completed the Safe Sport programme within the previous four years of the application date.
- (NOTE ON EQUIVALENCY: The Judges Sub-Committee may accept seminars and tests of foreign MNAs in lieu of Sail Canada Advanced Judge seminars and tests: US Sailing Advanced Judge seminars and tests are acceptable. Respect in Sport is an acceptable equivalent to Safe Sport.)
19. Mandatory Experience: The candidate's experience during the four years prior to December 31 shall include:
- serving on a protest committee at a minimum of six regattas each of two days minimum duration, where the candidate served with Regional, National, or International judges, and where protest hearings and/or on water judging occurred.
 - hearing protests at no fewer than six events, which can be at a combination of the events identified above and at lesser events or club series²;
 - having satisfactorily demonstrated the ability to chair protest hearings. Evaluations must be provided by National Judges or International Judges who have overseen the candidate at events or at Sail Canada Practice Protest hearings.
 - judging kinetics on-the-water under Appendix P, except in cases of physical limitations of the candidate. A Regional Judge may be certified on the sole basis of duties ashore in such circumstances;
 - having experience as a racing sailor³.
20. Application and References: The candidate:
- shall submit an application using the Regional Judge Application form on the Judges page of www.sailing.ca.

² For the purposes of this requirement, a *club series* is a group of club races scored like a series longer than a regatta (RRS A5.3); for example, the XYZ Yacht Club 'Summer PHRF Series', the 'Wednesday Night Dinghy Series,' etc.

³ This experience as a racing sailor need not be current.

- shall submit a log of activities (experience) including regattas, training, and test results during the four years prior to December 31. Annex A illustrates the minimum information required in an activity log (dates, event name, event location, # classes, # boats, # of race courses, # of races, # of hearings, Appendix P, Chief Judge, National or International judges on PC for the event). SOARS may be used to provide this information.
21. The Judges Sub-Committee will obtain a minimum of two references from National or International Judges with whom the candidate has served at an event other than a Practice protest. The candidate may also have references submitted directly to Sail Canada by use of the Sail Canada Judge Reference form available on the Judges page of www.sailing.ca, provided those references are submitted within four weeks of the event. References submitted directly will be held on file until receipt of an application for certification.
 22. The Judges Sub-Committee may seek additional input it deems necessary to evaluate a candidate. The Judges Sub-Committee relies extensively on references to determine the suitability of a candidate for certification.
 23. Certification is for a period of four years, including the year of certification, ending on December 31 of the fourth year.
 24. Recertification: The candidate:
 - shall apply to Sail Canada for recertification, normally in the last three months of their appointment, after which their existing certification will remain in effect until a decision of the Judges Sub-Committee is made; however, should the application be made after expiry of certification the Judges Sub-Committee may process the application like an initial one.
 - shall have rewritten and obtained a passing mark (75 percent) on each part of the Advanced Judge test approved by the Judges Sub-Committee.
 - shall satisfy the same prerequisite, experience, and application requirements as for their initial application except that:
 - the Education Requirement shall be replaced by the requirement to earn 160 Continuing Education Units (CEUs), awarded as shown in the following table.

Regional & National Recertification	160 CEUs required
Safe Sport Programme**	20 CEUs (mandatory)
Participation at Advanced Judge Seminar*	140 CEUs
Instructor at CJ seminar*	70 CEUs
Protest Day*	10 CEUs per hour
Judge Educational Events*	10 CEUs per hour
Racing Rules Seminar Instructor	10 CEUs per hour (maximum 20 CEUs per 4-year cycle)

***Seminars, Protest Days, and Judge Educational Events must be official Sail Canada events or events which have been approved in advance by the Sail Canada JSC.**

**** Respect in Sport is an acceptable equivalent to Safe Sport.**

CEUs are valid for a duration of four years.

25. Candidates for appointment to another level may make application when they believe they meet the standards for that level, except that they may not 'reuse' events that were submitted as evidence of experience for appointment to their current level.

National Judge

26. Description: National Judges serve as chief judges for national and international events and may periodically serve as members of international juries. Absent mitigating physical limitations, a National Judge is expected to be capable of judging Rule 42 on-the-water.
27. Prerequisites: The candidate:
- shall belong to a Sail Canada member club or other organization affiliated to a World Sailing Member National Authority;
 - shall be a Regional Judge;
 - shall have a valid Pleasure Craft Operators Card (PCOC) unless prohibited by physical limitations;
 - shall have a valid VHF Licence ROC(M);
 - shall have obtained a passing mark (80 percent) on each part of an Advanced Judge test approved by the Judges Sub-Committee.
 - shall have undertaken a criminal background check (proof of a valid NEXUS card is acceptable).
 - shall have met the following Education Requirements:
 - attended an Advanced Judge Seminar or clinic approved by the Judges Sub-Committee within the four years prior to December 31.
 - completed the Safe Sport programme within the previous four years of the application date.
 - (NOTE ON EQUIVALENCY: The Judges Sub-Committee may accept seminars and tests of foreign MNAs in lieu of Sail Canada Advanced Judge seminars and tests: US Sailing Advanced Judge seminars and tests are acceptable. Respect in Sport is an acceptable equivalent to Safe Sport.)
28. Mandatory Experience: The candidate's experience during the four years prior to December 31 shall include:
- serving on a protest committee at a minimum of eight regattas each of two days minimum duration, where the candidate worked with National or International Judges and where protest hearings and/or on water judging occurred.
 - two or more of the eight events must have been outside the applicant's region (Western Canada, ON, QC, or Atlantic Canada)
 - hearing protests at eight events, which can be a combination of the events identified above and other lesser events, regardless of numbers of entries, or club series.
 - chairing two or more protest committee hearings at provincial, regional, national, or international events.

- judging kinetics on-the-water under Appendix P, except in cases of physical limitations of the candidate. A national Judge may be certified on the sole basis of duties ashore in such circumstances;
- having experience as a racing sailor⁴.

29. Application and References: The candidate:

- shall submit an application using the National Judge Application form on the Judges page of www.sailing.ca.
- shall submit a log of activities (experience) including regattas, training, and test results during the four years prior to December 31. Annex D illustrates the minimum information required in an activity log (dates, event name, event location, # classes, # boats, # race courses, # of races, # of hearings, Appendix P, Chief Judge, National or International judges on PC for the event). SOARS may be used to provide this information.

The Judges Sub-Committee will obtain a minimum of two references from National or International Judges with whom the candidate has served within the last four years or since the last certification, whichever is less, at regional, national, or international events. The candidate may also have references submitted directly to Sail Canada by use of the form provided on the Judges page of www.sailing.ca, provided those references are submitted within four weeks of the event. References submitted directly will be held on file until receipt of an application for certification.

30. The Judges Sub-Committee may seek additional input it deems necessary to evaluate a candidate. The Judges Sub-Committee relies extensively on references to determine the suitability of a candidate for certification.

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

32. Recertification: The candidate:

- shall apply to Sail Canada for recertification, normally in the last three months of their appointment, after which their existing certification will remain in effect until a decision of the Judges Sub-Committee; however, should the application be made after expiry of certification the Judges Sub-Committee may process the application like an initial one.
- shall have rewritten and obtained a passing mark (80 percent) on each part of the Advanced Judge test approved by the Judges Sub-Committee.
- shall satisfy the same prerequisite, experience, and application requirements as for their initial application except that:
 - the Education Requirement shall be replaced by the requirement to earn 160 Continuing Education Units (CEUs), awarded as shown in the following table.

⁴ This experience as a racing sailor need not be current.

Regional & National Recertification	160 CEUs required
Safe Sport Programme**	20 CEUs (mandatory)
Participation at Advanced Seminar*	140 CEUs
Instructor at CJ seminar*	70 CEUs
Protest Day*	10 CEUs per hour
Judge Educational events*	10 CEUs per hour
Racing Rules Seminar instructor	10 CEUs per hour (maximum 20 CEUs per 4-year cycle)

***Seminars, Protest Days, and Judge Educational Events must be official Sail Canada events or events which have been approved in advance by the Sail Canada JSC.**

**** Respect in Sport is an acceptable equivalent to Safe Sport.**

CEUs are valid for a duration of 4 years.

33. Administrative Certification of International Judges as National Judges: Sail Canada's Directors and Officers Insurance provides liability protection for Sail Canada officials over and above that provided by regatta organizing authorities. Upon appointment of a Canadian International Judge (IJ) by World Sailing and for the duration of that IJ appointment, Sail Canada makes an administrative appointment of the Canadian IJ to Canadian National Judge to ensure continued availability of the Directors and Officers coverage. No application is required. Details of limitations and conditions for this insurance are available from Sail Canada staff.

International Judge

34. Prerequisites: The applicant
- shall belong to a Sail Canada member club or other organization affiliated with Sail Canada and conforms to the nationality requirements of the World Sailing Regulations,
 - shall be a National Judge.
35. Certification: The certification of International Judges is administered by World Sailing. Applicants should refer to World Sailing for certification requirements.
36. Initial Application: Applications for first appointment to International Judge must be endorsed by an applicant's Member National Authority of World Sailing, in our case, Sail Canada. The Judges Sub-Committee reviews Canadian applications for first appointment to International Judge and recommends whether Sail Canada endorsement is warranted. In the event that the Judges Sub-Committee does not recommend endorsement, the applicant may request reconsideration by the Training and Certification Advisory Committee and by the CEO of Sail Canada but must provide written argument as to why endorsement is warranted.

37. To allow sufficient time for review, a first time International Judge Application shall be sent to the Judges Sub-Committee via the Sail Canada office no later than July 15th of the year in which the judge intends to apply. It is permissible for the application to be incomplete at this point, because the applicant may be officiating at additional events between July 15th and the required submission date to World Sailing, but deficiencies which will be addressed by additional events must be identified by the applicant.
38. Recertification: Recertification of international judges is administered through direct application to World Sailing.

Inadequate Performance and Discipline

39. The Judges Sub-Committee will investigate an allegation that a Judge has displayed inappropriate conduct or incompetence.
40. 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.
41. 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 placing the Judge on probation or revoking the Judge's certification. Their decision and the reasons for it shall be communicated to the judge in writing.

Appeals

42. A candidate for appointment or reappointment may appeal a decision to refuse to certify or recertify, or a recertification at a lower level than requested, as follows:
 - A Club Judge candidate may appeal a decision of a Provincial or Regional Judge Certification Committee to the Sail Canada Judges Sub-Committee, through the Sail Canada office;
 - A Regional or National Judge candidate may appeal a decision of the Sail Canada Judges Sub-Committee to the Sail Canada Training and Certification Advisory Committee, through the Sail Canada office;
 - A candidate for first appointment to International Judge may appeal a decision of the Sail Canada Judges Sub-Committee not to recommend endorsement by Sail Canada to the Sail Canada Training and Certification Advisory Committee and the Sail Canada CEO, through the Sail Canada office.
43. Consideration of appeals would be based upon reanalysis of original applications against the relevant certification standard.
44. Appeals of decisions of the JSC on matters of inadequate performance or discipline would be addressed as outlined in paragraph 42.
45. Further appeal beyond that in paragraph 42, 43 and 44 would be addressed through the Sail Canada dispute resolution process.

Annex A: Judge Activity Log

This is an example of a log showing required data. Judges may prepare their own log using WORD, Excel, other software, or may use SOARS. Submission to the JSC may be in paper or PDF format.

Dates	Event	Venue	# Classes	# Boats	# Courses	# Races	# Hearings	Appendix P	Chief Judge and other judges