



Instructions for Completing the Sail Canada (SC) National Race Officer (NRO) Assessment Form

- Thank you for agreeing to assess a candidate for National Race Officer.
- You must be a certified National Race Officer for at least 2 years prior to the date of the event for which this reference is being provided. SC certified NROs who become IROs remain SC certified. A certified National Judge or Umpire can be an assessor with the prior permission of the Race Management Sub-Committee (RMSC), providing that the assessor role is the only role they have at the assessment event.
- Your role is advisory: the RMSC is responsible for all certification decisions. We ask you to be specific on criteria in each category in the assessment form, and to provide an overall assessment at the end of the form.
- You must have agreed to assess the candidate prior to the assessment event.
- You will evaluate the candidate at an event in which they serve as a Course Race Officer.
- Your scope encompasses all the published criteria for National Race Officer, including, but not limited to those noted below.
- You must be present on the signal vessel to observe the applicant working on the water. If needed, you may have minimal duties while on the signal vessel but no other responsibilities.
- You must also observe the applicant on the shore during the assessment event.
- An assessor may be required to view the candidate in more than one race or event to mark the completion of all criteria in each level. If the candidate fails to meet the criteria of the desired qualification, the assessor will develop an action plan.
- Where a task on the assessment list is not part of the events being assessed, then the assessor may be able to set up a simulation or ask appropriate questions so as to suitably assess the candidate.
- If you have a close personal or family relationship or financial association with the applicant, or any other reason that could be perceived as a conflict of interest, you must decline to provide a reference for the applicant. See the definition of *Conflict of Interest* in the Racing Rules of Sailing. Consult with the RMSC chair if you are not certain if a conflict of interest exists.



- The RMSC aims to respect your privacy but may refer to issues you raise in its communications with the candidate.
- On completion of the assessment, the form will be shared with the candidate.
- You must submit your assessment to the RMSC within two weeks of the end of the assessment event (exceptions to this time limit may be granted in advance by the RMSC).
- You agree to being contacted by the RMSC chair on matters related to this assessment.
- Email your completed assessment to official@sailing.ca.

For each section of the form, mark either:

NRO Standard”, “Not NRO standard” or “Don’t know”.

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| NRO Standard | You have evidence and evaluate that the race officer meets ALL of the individual criteria listed in a category, with minor deficiencies only. It does not need to be expanded in the form. However, presenting any particular strengths and areas of needed improvement will be appreciated by the RMSC. |
| Not NRO standard | You have evidence and evaluate that the race officer does not meet some of the criteria listed in a category. Marking this means that, in your opinion, the race officer does not meet the qualifications expected from a National Race Officer. You should identify criteria that are not met and provide written comments on any deficiencies. |
| Don’t Know | You have insufficient evidence to present a considerable judgement. Please describe why your evidence is insufficient. |

Criteria to be considered for each section:

1 Rules Knowledge & Application			
		NRO Standard	Not NRO Standard
1	Demonstrates a good knowledge of the Racing Rules of Sailing and a proper understanding of their definitions and application.	<ul style="list-style-type: none"> • Has a good knowledge of the RRS • Identifies the key RRS that apply to the event • Knows the correct procedures to follow 	<ul style="list-style-type: none"> • Spends time searching rule book for applicable rules • Fails to apply definitions appropriately • Does not follow the RRS procedures appropriately
2	Demonstrates a good knowledge of applicable class rules and applies them appropriately.	<ul style="list-style-type: none"> • Researches class rules as they apply to race management • Applies class rules appropriately 	<ul style="list-style-type: none"> • Does not have knowledge of applicable class rules • Fails to apply class rules appropriately
3	As applicable, properly adapts wind limits and RRS 42 on/off for specific classes.	<ul style="list-style-type: none"> • Monitors wind strengths to accurately apply RRS 42 • Appropriately displays Race Signals at the start and at course marks • Ensures on water jury aware of changes to status of RRS 42 	<ul style="list-style-type: none"> • Fails to monitor wind strengths • Fails to apply class rules exceptions to RRS 42 • Fails to advise jury to changes in status of RRS 42
4	Demonstrates a solid understanding of the NoR and SI for the event.	<ul style="list-style-type: none"> • Has a good working knowledge of the race documents • Applies NoR and SI appropriately 	<ul style="list-style-type: none"> • Is not familiar with the race documents • Makes errors in applying the provisions in the race documents
2 Race Preparation			
		NRO Standard	Not NRO Standard
1	Write or make changes to the NoR and SI for club events.	<ul style="list-style-type: none"> • Produces high quality, accurate and concise race documents 	<ul style="list-style-type: none"> • Reuses old documents, out of date rules references, incorrect course descriptions
2	Contribute to or author NoR, and author SI for regional and national events.	<ul style="list-style-type: none"> • Produces high quality, accurate and concise race documents • Creates innovative solutions for more efficient use of race management resources 	<ul style="list-style-type: none"> • Reuses old documents, out of date rules references, incorrect course descriptions • Poor or inefficient use of race management resources

3	Choose suitable locations for noticeboards or use appropriate technology to post race documents and notices.	<ul style="list-style-type: none"> • Chooses media appropriate to the event • Ensures information is clear and available to all • Applies appropriate Race Signals 	<ul style="list-style-type: none"> • Demonstrates poor use of communication tools • Does not apply Race Signals correctly
4	Show an awareness of the differing requirements for types of boats, competitors, racing formats, types of racing and events run at the event.	<ul style="list-style-type: none"> • Understands the needs of the class for the event • Researches class needs (where appropriate) and ensures that the needs are met. 	<ul style="list-style-type: none"> • Does not research class or competitor requirements
5	Equipment requirements.	<ul style="list-style-type: none"> • Understands and ensures the equipment needed for the event is provided • Ensure all equipment and personnel are present 	<ul style="list-style-type: none"> • Fails to ensure that the equipment needed is provided • Has insufficient or untrained personnel
7	Source relevant weather information.	<ul style="list-style-type: none"> • Sources relevant weather information for racing area • Accesses regular updates • Make on course weather observations 	<ul style="list-style-type: none"> • Does not source weather information for racing area • Does not make on course weather updates

3. Racing Area Management

		NRO Standard	Not NRO Standard
1	Follows proper race committee procedures to maintain fairness	<ul style="list-style-type: none"> • Monitors weather, sea state and course timing • Adjusts courses to maintain fairness 	<ul style="list-style-type: none"> • Does not monitor the course once race is underway • Fails to make course adjustments
2	Selects and sets courses during the event properly.	<ul style="list-style-type: none"> • Sets courses as per SI and ensures courses are correctly communicated to competitors • Chooses course appropriate to suggested target time • Chooses courses suitable to conditions and/or fleet(s) 	<ul style="list-style-type: none"> • Inaccurate course setting, not in compliance with SI • Poor choice of course for suggested target time • Poor choice of course for conditions and/or fleets

3	Adheres to the schedule of races with an emphasis on minimizing delays.	<ul style="list-style-type: none"> ● Maintains the race schedule appropriate to sailing conditions ● Ensures course is ready for the next race once last boat finishes 	<ul style="list-style-type: none"> ● Fails to maintain race schedule in sailing conditions ● Fails to prepare course for next race until after last boat finishes
4	Manages the starts appropriately.	<ul style="list-style-type: none"> ● Conducts start sequences using correct sound signals and timing ● Chooses starting penalties appropriately, following RM policies for the event ● Call OCS/UFD/BFD boats without bias 	<ul style="list-style-type: none"> ● Start sequences poorly managed ● Starting penalties either too lenient or too harsh ● Does not adhere to requirements of the RM policies for the event ● Exercises bias in calling OCS/UFD/BFD boats
5	Manages the finishes appropriately.	<ul style="list-style-type: none"> ● Sets up RM team to be able to accurately record finishes ● Uses electronic and manual recording systems at finish 	<ul style="list-style-type: none"> ● Fails to record finishes accurately ● Provides poorly written finishing records ● Fails to use electronic recording methods
6	Manages the course consistently during each race.	<ul style="list-style-type: none"> ● Manage course changes, shortening courses and abandonments as per the RRS 	<ul style="list-style-type: none"> ● Change of course, shortening course and abandonment procedures handled incorrectly
7	Is competent with the race management technology, including GPS, anemometers, compasses, rangefinders, target time charts, electronic aids, etc. for the event	<ul style="list-style-type: none"> ● Demonstrates proper application of race management tools to assess wind speed, direction, bearings, location, etc. 	<ul style="list-style-type: none"> ● Is not competent in the use of the various race management tools to assess wind speed, direction, bearings, location, etc.
8	Processes and posts results in a timely manner.	<ul style="list-style-type: none"> ● Ensures a cross check of results is completed before sending to scorer ● Records boats taking penalties appropriately ● Checks outputs of scoring processes to ensure accuracy ● Has good knowledge of RRS A 	<ul style="list-style-type: none"> ● Does not check finish sheets before sending to scorer ● Penalties not recorded correctly ● Fails to check outputs from scoring processes ● Has insufficient knowledge of RRS A

9	Handles scoring inquiries appropriately.	<ul style="list-style-type: none"> • Readily accepts scoring inquiries for checking 	<ul style="list-style-type: none"> • Refuses scoring inquiries
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4 Adapting to Conditions

1	Pays attention for and acts appropriately on weather forecasts.	<ul style="list-style-type: none"> • Applies weather information – current and forecast – to decision making • Acts appropriately on weather watches and warnings 	<ul style="list-style-type: none"> • Is overly optimist or pessimistic about likely weather changes • Fails to act on weather watches or warnings
2	Observes wind shifts and strength during the race and reacts appropriately.	<ul style="list-style-type: none"> • Notices wind shifts, gusts, lulls or changes in wave patterns • Anticipates changing conditions and adjusts appropriately 	<ul style="list-style-type: none"> • Misses or reacts late to wind shifts, gusts, lulls or changes in wave patterns
3	Understands and accommodates for local factors influencing the race.	<ul style="list-style-type: none"> • Sources relevant local factors which may influence the race • Understands how the local factors may affect the race area 	<ul style="list-style-type: none"> • Does not source or is not aware of local factors which may influence the race area
4	Compensates starting line and course for currents and tides.	<ul style="list-style-type: none"> • Able to appropriately adjust the starting line and course for current and tides in racing area 	<ul style="list-style-type: none"> • Not able to adjust the starting line and course for current and tide influences.
5	Sets adequate courses (length and format) for prevailing conditions and class characteristics.	<ul style="list-style-type: none"> • Chooses course that allows class to demonstrate its intended skills 	<ul style="list-style-type: none"> • Fails to set a course that demonstrates the class's intended skills

5 Safety			
1	Ensures a safety plan is in place for the event.	<ul style="list-style-type: none"> • Demonstrate an ability to provide a safety plan for an event • Ensures all officials aware of the contents of the plan and their roles 	<ul style="list-style-type: none"> • Fails to provide a safety plan or uses an outdated safety plan • Does not communicate to all officials that a safety plan is available
2	Assess the risks associated with the course area.	<ul style="list-style-type: none"> • Able to assess the risks associated with a racing area • Regularly assesses risks as racing continues 	<ul style="list-style-type: none"> • No control over on the water safety • Not assessing risks as racing continues.
3	Judge when weather conditions are suitable for sailing.	<ul style="list-style-type: none"> • Considers competitor and RC team safety in changing weather conditions 	<ul style="list-style-type: none"> • Does not consider safety when making course management decisions
4	Takes timely action in managing the racing course to maintain safety.	<ul style="list-style-type: none"> • Anticipates likely outcomes of changing conditions • Takes appropriate action to maintain safety • Able to make the decision to go ashore or remain ashore 	<ul style="list-style-type: none"> • Slow to make decisions • Unaware of changing conditions and the impact on participant safety • Easily pressured by others to make the decision to go ashore or remain ashore
5	Knows and practices safety, security and rescue procedures for all event participants.	<ul style="list-style-type: none"> • Places participants safety at the forefront of all decision making • Considers age and skill set of the fleet in choosing whether to continue racing or not • Ensures all participants are safely ashore after racing 	<ul style="list-style-type: none"> • Fails to consider safety of all participants • Does not have appropriate measures or equipment in place • Fails to follow up on whether all participants are safely ashore

6 Leadership			
Were any members of the RC team unfamiliar to the candidate? Yes No			
Were any of the RC members inexperienced? Yes No			
1	Sees the 'big picture' in a race and the entire event.	<ul style="list-style-type: none"> Shows consistent ability to interpret individual races while aligning decisions with the overall event 	<ul style="list-style-type: none"> Struggles to connect how individual race decisions aligns with overall event strategy
2	Listens well to race committee members' opinions and views.	<ul style="list-style-type: none"> Receives information with clarity, attentiveness and understanding 	<ul style="list-style-type: none"> Has difficulty consistently receiving and interpreting opinions and views
3	Maintains effective communication and productive relations with race committee members.	<ul style="list-style-type: none"> Communicates clearly and works collaboratively with race committee members 	<ul style="list-style-type: none"> Has difficulty maintaining clear communication and productive working relationships with race committee members
4	Recognizes bias in the race committee team and facilitates fair resolution of bias situations.	<ul style="list-style-type: none"> Maintains awareness of bias within the race committee team and works to ensure fair and impartial resolution 	<ul style="list-style-type: none"> Fails to recognize bias in the race committee team
5	Accepts and acts on (if appropriate) feedback from participants.	<ul style="list-style-type: none"> Demonstrates openness to participant feedback and implements changes when appropriate 	<ul style="list-style-type: none"> Demonstrates limited responsiveness to participant feedback
6	Coaches effectively. Helps team members be successful in their roles.	<ul style="list-style-type: none"> Consistently coaches team members effectively, helping them understand expectations and succeed in their roles 	<ul style="list-style-type: none"> Provides inconsistent or limited coaching Does not consistently support team members
7	Properly delegates duties as needed.	<ul style="list-style-type: none"> Consistently delegates and assigns responsibilities and tasks appropriately 	<ul style="list-style-type: none"> Fails to provide clear direction when delegating
8	Conducts the team with authority but respecting all members.	<ul style="list-style-type: none"> Sets clear direction Makes decisions when needed without authority Listens to input from all team members Treats everyone fairly and professionally 	<ul style="list-style-type: none"> Struggles to lead the team effectively Prolongs decision making

9	Communicates decisions succinctly, using standard race management terminology.	<ul style="list-style-type: none"> Communicates clearly and calmly in person, by radio and by telephone Avoids using local jargon 	<ul style="list-style-type: none"> Excitable or angry communications in person, by radio and by telephone Uses confusing jargon
10	Utilizes proper VHF protocols and skills.	<ul style="list-style-type: none"> Employs appropriate radio protocols 	<ul style="list-style-type: none"> Poor radio protocol
11	Maintains effective, collegial and appropriate relations with all officials, e.g., organizing authority, PC, etc.	<ul style="list-style-type: none"> Communicates appropriately, demonstrates courtesy/diplomacy and works cooperatively with all officials 	<ul style="list-style-type: none"> Difficulty building or maintaining positive working relationships
12	Works effectively with the organizing committee before, during and after the event.	<ul style="list-style-type: none"> Collaborates effectively with the organizing committee throughout all phases of the event 	<ul style="list-style-type: none"> Limited collaboration during event
13	Is punctual in all tasks.	<ul style="list-style-type: none"> Completes all event-related tasks within agreed deadlines 	<ul style="list-style-type: none"> Poor time management or prioritization of tasks Requires frequent reminders or follow-ups to complete tasks

7 Communication

1	Brief/debrief the race management team.	<ul style="list-style-type: none"> Able to prepare and deliver clear briefings and debriefings for Race Committee and other Race Officers. 	<ul style="list-style-type: none"> Poor preparation of briefings and debriefings. Unwilling to share information
2	Work and communicate with a class association or club on all aspects of the event.	<ul style="list-style-type: none"> Able to work collaboratively with class associations and clubs to design successful events. Is aware of class requirements, club traditions, etc. in designing events. 	<ul style="list-style-type: none"> Unwilling to consider club or class needs. Uninterested in class traditions or history.
3	Effectively communicate/brief competitors at competitors' meeting.	<ul style="list-style-type: none"> Able to prepare and deliver clear briefings for competitors. Respond to questions accurately and politely. 	<ul style="list-style-type: none"> Poor preparation of briefings Inappropriate responses to questions.

4	Effectively communicate/brief coaches at coaches' meeting.	<ul style="list-style-type: none"> • Able to prepare and deliver clear briefings for coaches. • Respond to questions accurately and politely. 	<ul style="list-style-type: none"> • Poor preparation of briefings • Inappropriate responses to questions.
5	Able to advise the organizing authority, class associations, etc. on the preparation of race documents, (e.g. NoR, SI, safety plans), etc.	<ul style="list-style-type: none"> • Able to critique race documents, risk management plans, etc. in a sensitive manner, while ensuring compliance. 	<ul style="list-style-type: none"> • Inappropriately critical of race documents, etc. • Not willing to discuss with event organizers, class associations etc.
6	Accurately recall and describe an on-water incident after the event, both afloat and ashore (if applicable).	<ul style="list-style-type: none"> • Able to recall on-water incidents and if necessary describe them to a Jury/PC. • Remain detached and unemotional in describing incidents. 	<ul style="list-style-type: none"> • Fails to recall incidents or provide descriptions with unnecessary or inconsistent detail. • Becomes defensive when details questions.

8 Temperament and Behaviour

1	Attends meetings punctually.	<ul style="list-style-type: none"> • Arrives early and greets attendees • Ready to start briefings/meetings on schedule 	<ul style="list-style-type: none"> • Arrives late • Does not start briefings/meetings at the scheduled time
2	Willing to work within a team, listening and taking into account fellow race officers' opinions and observations.	<ul style="list-style-type: none"> • Looks, listens and learns from other RC members • Considers other people's opinions • Maintains open communications with colleagues, organizers, and protest committee regarding the management of the racing area 	<ul style="list-style-type: none"> • Is not capable of tolerating differing opinions • Expresses opinions without thinking first • Poor communication with colleagues, organizers, and protest committee
3	Give and receive constructive criticism.	<ul style="list-style-type: none"> • Provides feedback in contest with positive message, where appropriate to balance suggested areas for improvement 	<ul style="list-style-type: none"> • Overly critical of colleagues and others on RM team • Fails to balance negative criticism with positive message • Defensive when receiving suggestions for

		<ul style="list-style-type: none"> ● Receives in good spirit suggestions for performance improvement 	improvement of own performance
4	Copes with stress, making correct and consistent decisions.	<ul style="list-style-type: none"> ● Keeps calm under stress ● Displays cordial and polite manner ● Makes decisions taking into account as many relevant circumstances but in a timely manner 	<ul style="list-style-type: none"> ● Is incapable of tolerating differing opinions ● Expresses opinions without sensitivity to the maintaining relationships ● Has not made correct and consistent decisions
5	Maintains appropriate relations with all stakeholders, e.g., organizers, judges, competitors, coaches and media, etc.	<ul style="list-style-type: none"> ● Makes clear and timely communications while preparing of and during an event ● Conveys information and opinion without jeopardizing relations ● Acknowledges the opinions and advice of colleagues and protest committee and takes appropriate and timely action 	<ul style="list-style-type: none"> ● Does not communicate well with stakeholders before and during the event ● Fails to take appropriate and timely action based on good advice from colleagues or protest committee
6	Is cordial and polite, but keeps appropriate distances from competitors, coaches and team leaders.	<ul style="list-style-type: none"> ● Includes a friendly greeting ● Is approachable and shows an egalitarian personality ● Maintains neutral body language and vocabulary when addressing competitors, coaches and team leaders ● Maintains a suitable familiarity at event socials 	<ul style="list-style-type: none"> ● Unapproachable, perceived as too busy, grumpy, confrontational or intimidating ● Not visible to competitors or coaches ● Negative body language and vocabulary towards competitors, coaches and team leaders ● Seen to be overly social with select competitors, coaches and team leaders
7	Adheres to appropriate dress code at all times (on the water, at host clubs and socially at the event).	<ul style="list-style-type: none"> ● Acknowledges applicable dress codes at all times ● Appearance is a clean, tidy fashion ● Suitable on water clothing for conditions 	<ul style="list-style-type: none"> ● Scruffy personal appearance ● Inappropriately branded clothing for the event ● Inappropriate footwear

8	Display a respect for property, vessel, equipment, etc. which may belong to another organization/person.	<ul style="list-style-type: none"> • Acknowledges any associated risk, considers the safety factors and takes due care in using the equipment • Uses the equipment for its intended and designed use • Returns the equipment in a neat and tidy fashion ensuring no damage has occurred 	<ul style="list-style-type: none"> • Disregards the expected level of care required • Returns the equipment presented in an untidy or damaged condition • Uses the equipment in a way that it is not its intended purpose
9	Not be under the influence of drugs or alcohol while acting in an official capacity.	<ul style="list-style-type: none"> • Not under the influence of drugs or alcohol during the event 	<ul style="list-style-type: none"> • Being affected by the presence of drugs or alcohol during an event
9 Physical Fitness			
1	Is able to spend long days on the water even in small boats and challenging weather conditions.	<ul style="list-style-type: none"> • Maintained performance across consecutively long periods of time on-the-water 	<ul style="list-style-type: none"> • Best suited to assignments with moderate on-the-water duration in stable weather conditions and larger vessels
2	Mobility is adequate for all tasks in moderate conditions, with appropriate accommodation for any disability.	<ul style="list-style-type: none"> • Fully capable to perform standard on-the-water tasks in moderate conditions 	<ul style="list-style-type: none"> • Mobility is insufficient to safely perform required on-the-water tasks
3	Is able to lead, participate and contribute in meetings after long days on the water.	<ul style="list-style-type: none"> • Consistently effective in post-racing meetings, including leadership, participation and decision-making 	<ul style="list-style-type: none"> • Unable to consistently lead, participate in, or contribute effectively to meetings following extended periods on-the-water