

## **PART 3 – COMMITTEES OF YACHTING NEW ZEALAND**

### **3.1) COMMITTEES**

- a) The Yachting New Zealand Board of Directors may establish any number of Committees under Articles 14.25 to 14.30 of the Constitution.
- b) The Board determines which Committees report to the Board and which Committees report to the Chief Executive. The Committees that report to the Board are Audit, Governance and Olympic. The Committees that report to the Chief Executive are Race Officials, Junior Classes, Cruising Inshore and Offshore Racing, and Sailors with Disabilities.
- c) The Chief Executive will, on direction of the Board, promulgate requirements for Committees no later than 40 days prior to the Annual General Meeting of Yachting New Zealand.
- d) The Committee Chairperson shall report to the Chief Executive no later than 30 days prior to the Annual General Meeting confirming those members of the Committee who are desirous of continuing to serve on the Committee and submit any recommendations that he/she has in relation to the overall membership of the Committee.
- e) Membership of Committees is contained in Article 14.27 of the Constitution and in the individual Committee's Terms of Reference.

### **3.2) ROLE OF COMMITTEES**

- a) The Committee's role is defined in its Terms or Reference.
- b) Committees shall meet formally as required (or as prescribed in their Terms of Reference). Telephone conference calls are encouraged where due to time or expense it is inappropriate to meet in person.
- c) A consensus view should be developed for referral back to the Board or to the Chief Executive (as applies under clause 3.1b). Voting shall be by simple majority with no casting vote. The Chairman shall ensure the view of the majority and minority must be expressed in the minutes to the Board or Chief Executive (as applies under clause 3.1b).
- d) Notice of Committee meetings shall be given to members of the relevant Committee and the Chief Executive in advance of the meeting, together with an Agenda from the Committee Chairperson.
- e) The Committee Chairperson shall be responsible for ensuring that a set of minutes of each meeting is kept and prepared, recording all resolutions and decisions made. The minutes are not intended to be a transcript of the meeting but need to clearly record all resolutions and motions."
- f) Minutes of Committee meetings shall be distributed to all of the members of the particular Committee and to the Chief Executive.
- g) All decisions of Committees that are policy recommendations shall be recommended to the Board or to the Chief Executive (as applies under clause 3.1b). It is important that any decisions of Committees, particularly relating to policy, are fully recorded and remain confidential until reviewed and determined by the Board.
- h) The President, Board Chair and Chief Executive or their nominee/s shall be entitled to notice of and be present at all Committee meetings in an ex-officio capacity. All members of the Board shall also be given notice of the meeting and any Board member may attend in an ex-officio capacity but they should consult the relevant Committee Chairperson beforehand.

- i) No correspondence in the name of Yachting New Zealand shall be conducted at any level by Committees or Committee Chairpersons except through the Board Chair or Chief Executive.
- j) All media releases and comment concerning Yachting New Zealand policy, opinion or the affairs of Yachting New Zealand shall only be made by the Chief Executive.

### **3.3) ADMINISTRATION**

- a) The administrative functions of the Committees will be carried out by Yachting New Zealand's staff under the direction of the Chief Executive.
- b) Yachting New Zealand will have a staff member in attendance at meetings in an ex-officio capacity.
- c) Additional staff of Yachting New Zealand may attend Committee Meetings in an ex-officio capacity at the invitation of the Chief Executive, or at the invitation of the Committee Chairperson with the Chief Executive's approval.

### **3.4) FINANCE**

- a) Committees do not have the power to authorise any form of expenditure without the approval of the Chief Executive.
- b) Expenses of Committee members will only be paid if they are approved by the Chief Executive.

### **3.5) AMENDMENTS**

- a) These Regulations and Terms of Reference may only be amended by the Board.

### **3.6) TERMS OF REFERENCE – RACE OFFICIALS COMMITTEE**

- a) The purpose of Yachting New Zealand's Race Officials Committee is to ensure yacht racing is conducted to internationally approved standards and to foster the development of officiating in New Zealand.

This is achieved through the training and qualification of officials and assisting organising authorities, officials and competitors in both race management and rules, guidance of national classes and assist all classes with respect to class rules and constitutions.

The Race Officials Committee will strive for consistent and uniform application of the rules and will work for continued improvement of rule observance.

The Committee shall carry out the following functions:

- b) Policy and governance matters for which the Committee's role is to make recommendations to the Chief Executive:
  - i. Formulate and meet agreed strategic objectives and plans in the area of Race Management
  - ii. Establish and review codes of conduct for Judges, Umpires and Race Officers
  - iii. Recommend persons suitable for appointment to and renewal of International Umpire, International Judge, and International Race Officer status

- c) Operational matters for which the Committee has responsibility without further approval:
- i. Administer the approval process for the appointment of Race Officials and approval of race documentation for Yachting New Zealand Principal events and other events as required by Yachting New Zealand prescriptions and regulations.
  - ii. Oversee the Yachting New Zealand Racing Rules Appeals procedures, including the appointment of Appeals panel members.
  - iii. Review the World Sailing Racing Rules of Sailing, the YNZ prescriptions and addenda to the World Sailing Racing Rules of Sailing, and any amendments thereto.
  - iv. Grant dispensations from the rules and Yachting New Zealand sailing specific regulations.
  - v. Consider, develop, and review standards of management and safety by race committees acting under the jurisdiction of YNZ.
  - vi. Appoint and oversee the work of Race Officials and provide for appropriate training programmes for them.
  - vii. Appoint sub-committees/working parties to assist in meeting the responsibilities of the Committee and specifically to appoint Race Officers/Judges/Umpires sub-committees, which shall be responsible to this Committee.
  - viii. Develop and administer programmes to promote uniform application and consistent interpretation of the Racing Rules of Sailing by Judges, Umpires and race Management Officials.
  - ix. Nominate the New Zealand Race Officials to serve at international regattas overseas when requested to do so by overseas organising authorities.
  - x. Assist Organising Authorities with the appointment of event officials.
  - xi. Assist Organising Authorities with the preparation of event documentation.
  - xii. Provide advice to race officials and competitors with respect to race management and rules and disseminate information through the office to Race Officials and other interested parties (and have a system to provide advice on queries regarding the application of the rules).
  - xiii. Consider recommendations from, and decisions of, other Committees that might affect this Committee's activities.
- d) The Committee shall consist of:
- i. A Chairperson and members appointed by the Board in accordance with Articles 14.25 to 14.30 of the Constitution, and who shall be either National Judges, Umpires or National Race Officers, and person(s) knowledgeable in respect of Class Rules and Constitutions.
  - ii. "Ex officio" members as provided in Regulation 3.2h, who shall be non-voting members.
  - iii. A quorum for a meeting shall be three.

### **3.7) TERMS OF REFERENCE – OLYMPIC AND HIGH PERFORMANCE COMMITTEE**

- a) The purpose of the Olympic and High Performance Committee is to assist the Board to develop policies and recommendations to achieve the relevant parts of the Yachting New

Zealand Strategic Plan in relation to the achievement of Olympic and World Championship medals in the designated Olympic classes for the current Olympic cycle.

- b) The Olympic Committee will be guided by the High Performance Plan that is developed for each cycle and that has been presented to High Performance Sport New Zealand.
- c) The committee will provide advice, insight, and will develop ideas and thinking to advance all levels of the high performance pathway from youth sailing to the Olympic classes.
- d) The Committee shall consist of:
  - i. A Chairperson and members appointed by the Board in accordance with Article 14.27 of the Constitution
  - ii. The Yachting New Zealand President, Chairman and Chief Executive (ex-officio non-voting).
  - iii. A quorum for a meeting shall be four.

### **3.8) TERMS OF REFERENCE – CRUISING, INSHORE AND OFFSHORE RACING COMMITTEE**

- e) The function of the Cruising, Inshore and Offshore Racing Committee (CIORC) is to represent and further the interests of both competitive and recreational sailors in keelboats, trailer yachts and multihull yachts including promoting their safety.
- f) The Committee shall carry out the following functions:
  - i. Provide recommendations to the Chief Executive on policy and governance matters for which the Committee is responsible.
  - ii. Coordinate a calendar of major inshore, national, coastal and offshore events.
  - iii. Establish Working Groups as needed to progress issues of safety, rating and measurement, participation and membership and bring recommendations to the Chief Executive.
  - iv. Oversee Handicap and Rating systems including promotion, administering and endorsement.
  - v. Consider, develop, and review issues dealt with by the Offshore Racing Council (ORC) and the World Sailing.
  - vi. Set appropriate measurement standards and national class status of keelboats, trailer yachts and multihull yachts.
  - vii. Recommend to the Chief Executive the appointment of measurers, including the Chief Measurer, and establish procedures for their technical education.
  - viii. Recommend to the Chief Executive, selectors for selection of non-Olympic New Zealand keelboat, trailer yacht and multihull yacht representatives.
  - ix. Provide guidance on matters whereby Yachting New Zealand is advocating on behalf of keelboat, trailer yacht, multihull and powerboat users.
- g) Operational matters for which the Committee is to provide guidance and provide assistance where appropriate:
  - i. Consider, develop, and promote inshore, coastal and offshore racing and recreational cruising
  - ii. Facilitate liaison between clubs and their activities.

- iii. Review safety regulations and standards relating to keelboats, trailer yachts and multihull yachts for both racing and cruising
  - iv. Advise budget considerations and recommendations for projects that are within the Committee's Terms of Reference.
- d) The Committee shall consist of:
- i. A Chairperson and members appointed by the Chief Executive, including at least two representatives from yacht clubs.
  - ii. "Ex-officio" members as provided in Regulation 3.2h, who shall be non-voting members.
  - iii. A quorum for a meeting shall be four.
  - iv. Club delegates may attend open meetings of CIORC.
  - v. Attendance at CIORC Committee meetings by Chairpersons of Working Groups shall be as requested by the CIORC Chairperson.

### **3.9) TERMS OF REFERENCE – SAILORS WITH DISABILITIES COMMITTEE**

- a) The purpose of Yachting New Zealand's Committee for Sailors with Disabilities is to ensure that sailors have the opportunity to participate in sailing, to compete in the sport nationally and internationally, and to help develop an inclusive culture within clubs in New Zealand.
- b) This is achieved through, wherever possible, including opportunities for sailors with disabilities in Yachting New Zealand programmes and through working with clubs. It is also achieved by facilitating promotion, coaching, competition and selection aimed at participation in regattas at national and international levels.
- c) The Committee shall carry out the following functions:
  - i. Policy and governance matters for which the Committee's role is to make recommendations to the Chief Executive:
    - a. Formulate strategic objectives and plans in the area of facilitating sailing for sailors with disabilities
    - b. Recommend policy and criteria for the selection of sailors to represent New Zealand at international regattas
  - ii. Operational matters for which the Committee's role is to work with the executive to achieve:
    - a. In conjunction with Clubs, organise a programme of coaching clinics and a national forum
    - b. In conjunction with Clubs, organise a programme of regattas
    - c. Provide guidance for the training of specialist officials to run events for sailors with disabilities.
    - d. Assist competitors with logistical problems of attending regattas both within New Zealand and overseas.
    - e. Organise selection trials to Yachting New Zealand criteria.

f. Consider recommendations from, and decisions of, other Committees that might affect this Committee's activities.

d) The Committee shall consist of:

- i. A Chairperson and members appointed by the Chief Executive in accordance with Articles 14.25 to 14.30 of the Constitution, and who shall be experienced with either sailors with a disabilities or sailors with sight impairment. There shall be at least one member representing each of these categories.
- ii. "Ex officio" members as provided in Regulation 3.2h, who shall be non-voting members.
- iii. A quorum for a meeting shall be three.

Adopted June 2015