

## PART 4

# ADMINISTRATION OF RACING RULES, RACE OFFICERS, JUDGES AND UMPIRES

PART 4 ADMINISTRATION OF RACING RULES, RACE OFFICERS, JUDGES AND UMPIRES .....	1
4.0 Preamble .....	2
4.0.4 Definitions .....	2
4.1 Appointment of Judges .....	3
4.2 Appointment of Umpires .....	4
4.3 Appointment of Race Officers.....	5
4.4 International Appointments .....	7
4.5 Racing Rules, Regulations and Prescription Administration .....	7
4.5.1 Spare .....	7
4.5.2 Action by YNZ in the event of an allegation of Gross Misconduct .....	7
4.5.3 New Zealand Representation.....	7
4.5.4 National Championships .....	10
4.5.5 Major Events .....	12
4.5.6 YNZ's Dispensation from Rules .....	13

## 4.0 Preamble

The availability of competent personnel is essential to ensure fair and consistent yacht racing for sailors. YNZ facilitates this through Regulation 4 which provides:

- (a) For the training, qualification and appointment of judges, umpires and race officers (in Regulation 4.1, 4.2 and 4.3);
- (b) For the endorsement of officials applying for appointment as a World Sailing Official (in Regulation 4.4);
- (c) Procedures to investigate and determine allegations of misconduct (in Regulation 4.5.2)
- (d) For the selection of sailors to represent New Zealand (in Regulation 4.5.3)
- (e) Standards for national championships to be run in a way participants are entitled to expect and to preserve the mana of national championship status (in Regulation 4.5.4).
- (f) For supervision and support for major events (in Regulation 4.5.5)
- (g) Procedures for organising authorities to request dispensation from certain rules (in Regulation 4.5.6)

- 4.0.1 YNZ Race Official appointments shall be for a period of four years, renewable for further periods of four years. An appointment or renewal shall terminate on the June 30<sup>th</sup> nearest to the fourth anniversary of the appointment date.
- 4.0.2 All appointed YNZ Race Officials must agree to comply with the YNZ Race Official Code of Conduct.
- 4.0.3 All appointed YNZ Race Officials are expected to assist with the training and upskilling of less experienced and less qualified race officials.

### 4.0.4 Definitions

CEO	The Chief Executive Officer of YNZ
Class	A Class of boat includes boats which conform to a physical specification intended to allow competitive racing among their Class under the Racing Rules of Sailing. Without limiting the generality of the foregoing, Classes include boats with one-design, restricted, and developmental specifications as these terms are applied generally.
Class Association	Defined as Class Association in YNZ constitution 2.1
Class Rules	Class rules are a set of rules that govern the design, construction and equipment of boats within a specific class.
Club	Defined as Member Club in YNZ constitution 2.1
Division	Divisions are subgroups within a fleet, often based on criteria such as age or gender.
Fleet	A fleet is a group of boats that compete against each other in a race.
Major Event	World Championships, Continental Championships, World Sailing Ranking Events, World Sailing Grade 1 & 2 Match Racing Events, and World and Continental Teams Racing Championship Events, World Sailing Youth World Championship selection events, Sail Auckland Regatta.

Mixed Division	A division defined as mixed in the class rules or a division in which the crew of each boat includes both male and female competitors.
National Championship Group A Classes	Olympic Classes, Youth Classes, Secondary School Teams Racing, Optimist, P Class, O'pen Skiff, Starling and RS Feva.
National Championship Group B Classes	Other YNZ affiliated classes, National Keelboat championships, National IRC/PHRF Championships, National Trailer Yacht Championships.
Organising Authority	An organisation, body or class association organising an event in accordance with RRS 89.1.
Olympic Class	Equipment that has been selected to be sailed in the Olympic events during the Olympic Games defined by World Sailing
RRS	Racing Rules of Sailing
YNZ	Yachting New Zealand
YNZ Race Official	A Race Official appointed by YNZ pursuant to YNZ regulations 4.0, 4.1, 4.2, 4.3
Youth Class	Equipment that has been selected to be sailed at the Youth World Championships defined in the World Sailing Policy E4.

## **UNCHANGED AS PER CURRENT REGULATIONS:**

### **4.1 Appointment of Judges**

#### **4.1.1 Yachting New Zealand Club Judges**

Yachting New Zealand may appoint a person as a Club Judge who has the training, knowledge, and experience to competently judge club-level protest hearings and to lead rule discussions at their club.

A candidate for appointment and revalidation as a club judge shall have:

- a) Demonstrated judging experience; and
- b) Attended a Yachting New Zealand club judging course or other approved course in the previous 2 years; and
- c) Candidates for initial appointment shall have passed a club judge assessment

#### **4.1.2 Appointment of Yachting New Zealand National Judges**

Yachting New Zealand may appoint a person as a National Judge who has the training, knowledge and experience to chair and serve as a competent member of protest committees at National Championships and major regattas.

Candidates for appointment shall have:

- a) Wide yachting experience; and
- b) A sound knowledge of the Racing Rules and the World Sailing Judges Manual; and
- c) The skills to competently chair, scribe and participate in protest hearings; and
- d) The skills to competently carry out the other tasks of a National Judge, including judging pursuant to RRS App P and participating in rules education; and
- e) Judicial temperament, mature judgement, and a record of integrity.
- f) Attended a Yachting New Zealand National Judging seminar within the previous 2 years,
- g) passed the written examination within the previous 2 years.

#### 4.1.3 Renewal of Yachting New Zealand National Judges

To qualify for renewal, a candidate shall demonstrate that he or she has, during the previous four years, been an active judge, maintaining a level of knowledge, skill and behaviour that is expected of a National Judge.

Candidates for renewal shall have:

- a) attended either:
  - i. a Yachting New Zealand National Judging seminar, or other approved seminar, within the previous 2 years; or
  - ii. two Yachting New Zealand Judges' Forums in the past four years.
- b) passed the written examination in the previous 2 years

#### 4.1.4 Judge Emeritus

Yachting New Zealand may appoint a person as a Judge Emeritus in recognition of their long service to judging in the sport.

The operational status of Judge Emeritus is that of National Judge.

## 4.2 Appointment of Umpires

Umpires are experienced sailors who are appointed to the umpiring team in match racing and team racing events where on-the-water umpiring is used.

As the Racing Rules of Sailing pertaining to match racing and teams racing differ, and thereby the way in which protests and umpiring calls are made, there is a distinction made between match racing umpires and teams racing umpires.

#### 4.2.1 Yachting New Zealand Club Umpires

Yachting New Zealand may appoint a person as a Club Umpire (Teams or Match) who has met the required levels of training, knowledge and skills and has the ability to umpire at club-level match racing or teams racing.

Criteria for appointment or revalidation are:

- a) Attended a Yachting New Zealand Teams Racing/ Match Racing Umpire seminar within the previous 2 years,

- b) passed the written examination,
- c) passed an on the water assessment to a club umpire level

#### 4.2.2 Appointment of Yachting New Zealand National Umpires

Yachting New Zealand may appoint a person as a National Umpire (Teams or Match) who has met required levels of experience and qualification, and who has the ability to serve as a competent umpire at teams racing or match racing National Championships and major regattas.

Candidates for appointment as National Umpires will:

Have wide yachting experience and be active in yacht racing

- ◆ Have a sound knowledge of the Racing Rules, the World Sailing Call Book and the World Sailing Umpires manual (all available from the World Sailing website)

Have a judicial temperament, mature judgment, and a record of integrity

- ◆ Have:

- a) demonstrated suitable experience as an umpire
- b) attended a Yachting New Zealand Teams Racing/Match Racing Umpire seminar within the previous 2 years
- c) passed the written examination
- d) passed an on the water assessment to a national umpire level.

#### 4.2.3 Renewal of Yachting New Zealand National Umpires

Criteria for revalidation: As per initial appointment

#### 4.2.4 Umpire Emeritus

Yachting New Zealand may appoint a person as an Umpire Emeritus in recognition of their long service to umpiring in the sport.

The operational status of Umpire Emeritus is that of National Umpire.

### 4.3 Appointment of Race Officers

#### 4.3.1 Yachting New Zealand Club Race Officers

Yachting New Zealand may appoint a person as a Club Race Officer that has met the required levels of training, knowledge and skills and has demonstrated ability to perform race officer duties to their club's satisfaction.

Criteria for appointment and revalidation are:

- a) Have demonstrated experience in competently running club and/or regional events
- b) Completed the Yachting New Zealand online Club Race Officer course
- c) Received satisfactory endorsement by a club flag officer

#### 4.3.2 Appointment of National Race Officers

Yachting New Zealand may appoint a person as a National Race Officer who has met required levels of experience and qualification and has the ability to serve as a Race Officer for National Championships and major events.

In general, National Race Officers will be experienced in running both major single and multi-class regattas. They may have either dinghy or keelboat bias but preferably some experience in both.

- ◆ Setting on-the-water start lines
- ◆ Laying courses determined by wind direction
- ◆ Undertaking changes to courses on-the-water due to changes in wind direction
- ◆ Running races at various venues for various Organising Authorities

Candidates for appointment as National Race Officers will:

- ◆ Have wide yachting experience and be active in yacht racing
- ◆ Have in-depth racing race management experience and be an active Club Race Officer
- ◆ Have in-depth knowledge of the racing rules pertaining to race management and of the World Sailing Race Management Manual and World Sailing Race Management Policies appropriate to the event and how these are modified to suit specific classes and events
- ◆ Be knowledgeable of Health and Safety practices to run safe racing
- ◆ Have:
  - a) Attended a Yachting New Zealand National Race Officer seminar within the previous 2 years,
  - b) At the seminar, passed the written examination (80%)
  - c) demonstrated suitable experience, including satisfactorily conducting a major event under the supervision of a National Race Officer
  - d) received two satisfactory references from National Race Officials. One of the referees must be the National Race Officer who supervised the event above.

#### 4.3.3 Renewal of National Race Officers

To qualify for renewal, a candidate shall demonstrate that he or she has, during the previous four years, been an active race officer, maintaining a level of knowledge, skill and behaviour that is expected of a National Race Officer. They shall also comply with the following method of renewal:

A candidate shall, within the past two years:

- a) have attended a Yachting New Zealand National Race Officer Seminar; and
- b) have passed the written examination (80%)

#### 4.3.4 Race Officer Emeritus

Yachting New Zealand may appoint a person as a Race Officer Emeritus in recognition of their long service to being a Race Officer in the sport.

The operational status of Race Officer Emeritus is that of National Race Officer.

## 4.4 International Appointments

World Sailing is responsible for appointing International Race Officials. Applications are considered annually at the World Sailing Annual Conference.

World Sailing requires the endorsement of the National Authority for all new International Race Official Appointments. Yachting New Zealand will normally conclude its approval process at its mid-winter meeting (usually May/June) prior. Persons considering applying for International status should contact Yachting New Zealand's management and/or Race Officials Committee Chairman well in advance of that time as the Committee will almost invariably want to do some in-depth investigation before it makes a positive recommendation. Notification of intention to Yachting New Zealand 12 months in advance of World Sailing's application closing date is suggested. Applicants should be aware that Yachting New Zealand generally requires a higher standard than the minimum set by World Sailing before it will endorse applications.

New Zealand officials holding World Sailing International qualifications will be deemed to hold corresponding New Zealand National status. Their term as an NZ National Official will terminate on June 30th four years following the end of their World Sailing appointment by which time they will be required to apply to Yachting New Zealand for reappointment under the Yachting New Zealand process.

Regulations 4 - 4.3 Adopted 25 Aug 2020  
Regulation 4.4 Adopted 16 May 2008

## 4.5 Racing Rules, Regulations and Prescription Administration

### 4.5.1 Spare

### 4.5.2 Action by YNZ in the event of an allegation of Gross Misconduct

Please note this regulation is under review

### 4.5.3 New Zealand Representation

#### i) Authority

Except for the Olympic Games, Yachting New Zealand is the sole authority for the awarding of New Zealand representation in the sport of yachting. For the Olympic Games, Yachting New Zealand is the sole nominating body for yachting nominees to the New Zealand Olympic Committee for inclusion in the New Zealand Olympic Team. In the event of yachting being included in the Commonwealth Games, the same provisions as those for the Olympic Games shall apply.

#### ii) Monograms

The right to wear the Silver Fern or equivalent may be awarded to those people who have obtained New Zealand representative status in accordance with this addendum. The event may also be added to the monogram.

#### iii) Delegation

- a) Yachting New Zealand may delegate to a member club or member class association the responsibilities of conducting selection trials, evaluation races or other functions associated with the process of nominating persons for New Zealand representative status.
- b) A club or association wishing to conduct selection trials or evaluation races or nominate persons for New Zealand representative status, shall apply to Yachting New Zealand for approval to do so at least four months preceding such trials, races, or time of nomination.

Unless otherwise required by Yachting New Zealand in any particular case, the delegated responsibilities shall be exercised in accordance with the following requirements.

**iv) Team or Limited Entry Events**

- a) In the case of an international event in which the number of entries per country is limited or the event is a teams event, there shall be written nationwide notice issued by the delegated authority inviting eligible interested yachts and/ or crews to register their interest in participating in the international event prior to a date approved by Yachting New Zealand. Such registration of interest may be in the form of an entry to a series of selection trials or evaluation races approved as such by Yachting New Zealand.
- b) If the number of yachts and / or crews registering their interest as per 4(a) above exceeds the national allocation of entries or the size of team, a series of selection trials or evaluation races shall be held in accordance with clause 6. Applications for dispensation from this requirement may only be made in writing to the CEO of Yachting New Zealand, who may refer the application to the Selection Committee.
- c) If the number of yachts and crews registering their interest as per 4(a) above does not exceed the national allocation of entries or the size of team, any requirement to conduct selection trials may be waived by Yachting New Zealand in which case New Zealand representative status will be decided in accordance with 8(c) below.

**v) Individual Entry Events**

In the case of an international event in which yachts and /or crews may enter on an individual basis (e.g. Finn Gold Cup, One Ton Cup, America's Cup, World Championships with unrestricted entries), New Zealand representative status will be decided in accordance with 8(c) below. Nominations for such representation shall be made by a member club/s of Yachting New Zealand in accordance with clause 7 below.

**vi) Selection Trials/ Evaluation Races**

Unless otherwise approved by Yachting New Zealand, selection trials and evaluation races shall be conducted in accordance with the following:

- a) application for approval of such trials/races shall be lodged with Yachting New Zealand at least four months prior to such trials/races;
- b) trials/races to be held at one location;
- c) a travel equalization scheme or regionally compensated entry fee is encouraged;
- d) the format of the trials/races should closely parallel the international event, especially as to courses and points system;
- e) trials/races to be conducted in accordance with the RRS and Yachting New Zealand prescriptions under the control of a Yachting New Zealand approved National Race Officer or with an approved Supervisor;
- f) the Race Officer or Supervisor shall submit a written report on the trials/races to Yachting New Zealand within 7 days of the completion thereof;
- g) crews shall be named on the trials/races entry form. Any crew change occurring after the trials/races shall be subject to approval by the Selection Committee.

**vii) Nomination Procedure**

The delegated organising club or class association shall forward nominations for representative status to Yachting New Zealand together with the following details:

- a) availability of yachts nominated;
- b) availability of same crew that participated in the selection trials/evaluations races;
- c) crew's membership of an affiliated club;
- d) statement of competitive standard of nominees relative to NZ's general international standard(s) in the respective class/event;
- e) nomination for manager (if one is required) including supporting details.



The above details shall be submitted to the Selection Committee to determine if representative status shall be granted, with consideration to the selection criteria set out in 8(c).

**viii) Selection Criteria**

- a) For an event in which the national number or allocation of entries is limited (other than a team racing event) representative status shall be granted on the basis of finishing order in approved selection trials. For the results of such a trial to be used for representative selection a minimum number of boats equal to the New Zealand allocation of places, plus one, must have started in any one race. In the event that fewer than this number of boats starts, New Zealand representative status will be conferred on application to and at the discretion of the CEO.
- b) For team events and individual entry events and for nominees not covered by 8(a) above, representative status will be assessed by the Selection Committee using the criteria in 8(c) below.
- c) The criteria to be used by the Selection Committee under 8(b) above shall be the ability to represent New Zealand with distinction having regard to comparative international standards and past performance of New Zealanders in the respective event.

**ix) Selection Committee**

The Selection Committee shall consist of persons appointed by the CEO of Yachting New Zealand. The Committee Chairman shall be appointed by the CEO of Yachting New Zealand. Decisions of the Selection Committee shall be final.

**x) Contracts and Reports**

Representatives may be required to sign a contract with Yachting New Zealand confirming their discipline, fitness, media sponsorship obligations, availability and provision for refund of financial assistance in the event of obligations not being fulfilled.

Each representative or team manager to whom he/she is responsible shall submit to Yachting New Zealand within two months of each event a full written report giving details of his/her performance, number of entries and competing countries and all other relevant information.

**xi) Register**

Yachting New Zealand shall maintain a register of all New Zealand representatives and their performances.

#### 4.5.4 National Championships

- 1) YNZ affiliated Class Associations are eligible to hold one National Championship annually for each class.
- 2) An organising authority may organise a national championship if:
  - i) class association nominates them
  - ii) YNZ endorses their nomination, and
  - iii) they comply with Regulation 4.5.4(5).
- 3) An organising authority may apply to YNZ for endorsement under Regulation 4.5.4(2) by submitting an online application to YNZ at least six months before the event. That application must include the class associations nomination, proposed dates, the venue and the club.
- 4) YNZ may give its endorsement under Regulation 4.5.4(2) subject to conditions.
- 5) Requirements of a National Championship

##### a) Insurance

The organising authority must have adequate insurance to cover itself, its officers, employees, and any volunteers assisting with the event, against any third-party claims arising from the event. This shall include:

- i) Current Public Liability insurance to a minimum of \$5,000,000. This cover must have no marine and/or watercraft restrictions.
- ii) Third party liability insurance for vessels operated by the organising authority for the event

*Recommendation - It is recommended that organising authorities require competitors to be insured with valid marine third-party liability insurance of \$1,000,000 for dinghies and \$5,000,000 for keelboats.*

##### b) Race Officer & Protest Committee

The organising authority must appoint and notify YNZ of a race committee and protest committee.

The race committee must include at least one YNZ qualified National Race Officer or International Race Officer.

The protest committee must be a minimum of three persons and include at least one YNZ qualified National Judge or International Judge.

*Recommendation - YNZ recommends for Group A Class National Championships that organising authorities consult with YNZ on the appointment of race officials to help more race officials across New Zealand gain experience and maintain qualifications to ensure there will be officials for future events, as well as assisting with the appointment of race officials that best meet the needs of the sailors and type of class.*

##### c) Name of National Championship

The name of a national championship should be: (YEAR) (naming right sponsor) New Zealand (Class) National Championship.

##### d) Class Rules

The organising authority must provide the Race Officer and Protest Committee with the current class rules and championship guidelines for each class competing in the event.

**e) Notice of Race and Sailing Instructions**

The Notice of Race and Sailing Instructions must be written in accordance with Racing Rules of Sailing Appendix J, as modified by YNZ (templates available on the YNZ website), and be approved by YNZ prior to publication.

**Notice of Race**

- A draft of the Notice of Race must be submitted to YNZ for approval at least four months before the event.
- The Notice of Race must be published at least three months before the event.
- Any preliminary Notice of Race published must include a statement indicating when the final Notice of Race will be published.

**Sailing Instructions**

- A draft of the Sailing Instructions must be submitted to YNZ for approval at least two months before the event.
- The Sailing Instructions will be published as soon as practically possible prior the event.

**f) Eligibility to participate in a National Championship**

All competitors must be financial members of a yacht club affiliated to YNZ, or a member of an organisation affiliated to another World Sailing Member National Authority unless dispensation has been given by World Sailing.

Each crew must comply with the World Sailing Eligibility Code.

**g) Event criteria**

A minimum of 7 races must be scheduled and a minimum of 5 races must be completed to constitute a national championship

The number of boats competing must meet or exceed the following criteria:

- A fleet must have at least 6 boats starting any one race in the series.
- Each division must have at least 3 boats starting any one race in the series.

**h) The CEO may appoint officials**

The CEO may appoint members of a race committee or protest committee of a national championship at any time before or during the event if he or she considers it necessary. The organising authority shall pay the costs of the people so appointed.

**i) Recognition of winners**

Winners will be recognised as YNZ National Champions if an event complies with regulation 4.5.4.

- (a) YNZ will recognise overall, male, female, and mixed champions for all fleets as long as their division meets the participation criteria in Regulation 4.5.4 (5)(g).
- (b) YNZ may also recognise additional division winners if requested for approval and if the division and fleet meet the participation levels in Regulation 4.5.4(5)(g). This includes divisions such as youth, junior and masters (as defined by the class association).

**j) Post event report**

Within two weeks after the event the organising authority must complete a post event report for YNZ, which includes:

- A full set of results for each awarded title: sail number, boat name, full name of skipper and crew, club or nationality of entry, and (for junior and youth classes) age and gender.
- Names and email address of all members of just the national champion sailors of each fleet.
- Event feedback including comment on the event, its success or otherwise, and any lessons learned from conducting the event, including the performance of race officials.

**k) National Championships of Olympic classes**

With YNZ's consent, an Olympic Class may have their national championship determined at an overseas event that complies with Reg 4.5.4(5)(f) and (g) when at least three boats competing at the event have crews who are all members of clubs affiliated to YNZ. A written request for approval must be submitted to YNZ at least 6 months before the event. Within 2 weeks after the event, a full set of results for the Class shall be submitted to YNZ.

**l) Dispensation**

YNZ may grant dispensation from the requirements of this regulation. Applications for dispensation shall be made in writing to the CEO.

If dispensation is given before or during the regatta, notification (signed letter from YNZ) of the dispensation should be displayed on the noticeboard (whether that is electronic or otherwise).

Regulations 4 - 4.5.4 Adopted 21 February 2025

## 4.5.5 Major Events

- 1) If an organising authority is required to apply for approval to hold a major event other than a national championship, it can submit an online application to YNZ that includes the class and proposed dates, venue and club. The approval may be subject to conditions.

A world championship or continental championship may be held in New Zealand only if the organising authority obtains approval from YNZ.

- 2) If an organising authority of a major event does not require YNZ's approval to hold the event, it shall advise YNZ of the event by providing a copy of the notice of race and sailing instructions as soon as they are published and such further information as YNZ may request.
- 3) Regulation 4.5.4(5)(a), (f), (h) and (m) shall apply to major events as if those events were national championships, except that:
  - a. If there is a conflict between YNZ's regulations and conditions and the regulations or conditions of World Sailing, the World Sailing regulations and conditions shall prevail;
  - b. 4.5.4(5)(h) shall not apply to international juries appointed by World Sailing, in which case the Chief Executive Officer may appoint observers.

Regulations 4 - 4.5.5 Adopted 21 February 2025

#### 4.5.6 YNZ's Dispensation from Rules

- 1) Applications for dispensation from the following must be made in writing to the CEO at least one month before the publication of the notice of race of the applicable event:
  - (a) Dispensation from any part of the YNZ Safety Regulations in terms of the YNZ Prescription to the definition of "Rule";
  - (b) Denial of the right of appeal under RRS 70.5;
  - (c) Dispensation to change rules to develop or test a proposed rule under RRS 86.3;
  - (d) Dispensation to change a prescription under RRS 88.2;
  - (e) Dispensation allowing an event to be organized by an affiliated organization other than a club or an unaffiliated body in conjunction with a club, under RRS 89.1(d) & (g).
- 2) An application under Regulation 4.5.6(1) must include the class, club, the officials involved (if known), the precise dispensation requested, the reasons for the dispensation and any proposed conditions to apply to the dispensation.

*Note – YNZ's dispensation under Regulation 4.5.6 will be given only in exceptional circumstances and only to the extent required to address those circumstances. An application needs to show what exceptional circumstances exist to justify the dispensation.*

- 3) If YNZ grants dispensation under Regulation 4.5.6 it may impose conditions that must be met for the dispensation to apply.

Regulations 4 - 4.5.6 Adopted 21 February 2025