

YACHTING NEW ZEALAND REGULATIONS

PART 3 – COMMITTEES OF YACHTING NEW ZEALAND

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3.1) COMMITTEES

- a) The Yachting New Zealand Board of Directors may establish any number of Committees under Articles 14.29 to 14.34 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 & Risk, Governance & Remuneration and National Sailing Centre. The Committees that report to the Chief Executive are Olympic and High Performance, Race Officials, 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 Chair 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 14.31 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). Online meetings 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 Committee Chair 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 Chair.
- e) The Committee Chair 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 Board Chair and Chief Executive can attend any Committee meetings in an ex-officio capacity.
- i) No correspondence in the name of Yachting New Zealand shall be conducted at any level by Committees or Committee Chair s 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 or Board Chair.

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 Chair 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 sailing and 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 the consistent and uniform application of the Racing Rules of Sailing and the Yachting New Zealand prescriptions and regulations.

- b) The Committee shall consist of:
- i. A Chair and members appointed by the CEO 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 3.2, who shall be non-voting members.
 - iii. A quorum for a meeting shall be four.

The Committee shall carry out the following functions:

- c) 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 for race officials
 - ii. Work towards gender equity and geographical spread in all aspects
 - iii. Establish and review codes of conduct for all race officials
 - iv. Recommend persons suitable for appointment to, and renewal of International Umpire, Judge, Measurer, and Race Officer status.
 - v. Facilitate qualification of international officials by organising regular World Sailing International Seminars
- d) Operational matters for which the Committee has responsibility without further approval:
- i. Develop and administer programmes to promote uniform application and consistent interpretation of the Racing Rules of Sailing by officials
 - ii. 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.
 - iii. Grant dispensations from the rules (prescriptions) and Yachting New Zealand sailing specific regulations.
 - iv. Nominate the New Zealand Race Officials to serve at international regattas overseas when requested to do so by overseas organising authorities.

- v. Provide advice to race officials and competitors with respect to race management and rules and disseminate information through the YNZ office to Race Officials and other interested parties (and have a system to provide advice on queries regarding the application of the rules).
- vi. Consider recommendations from, and decisions of, other Committees that might affect this Committee's activities.

e) Delegated roles of Race Official Committee members:

Chair of Race Official Committee

Chair has the role of coordinating and ensuring policy and governance matters as well as operational matters are carried out.

Appoint with the CEO, the sub-committees/working parties to assist in meeting the responsibilities of the Committee.

Race Management Sub Committees

Race officials committee members who are race officers will lead the race management responsibilities as follows:

National championship events

- Administer the approval of race documentation for national championships and other major events as required by Yachting New Zealand regulations.
- Assist Organising Authorities with the preparation of event documentation.
- National championship event review and approval of national champions.
- Feedback matters arising to other subcommittees for education purposes.

Race management training and appointments

- Document and review race officer competencies, race management practices and safety procedures.
- Develop and administer appropriate training programmes to promote uniform application and consistent interpretation of the Racing Rules of Sailing by race management officials following World Sailing recommended practices.
 - **Club Race Officer training:** Assist with online course content, maintain relevance and currency.
 - **National Race Officer training:** Approve course content, maintain relevance and currency. Approve facilitator(s) to deliver courses.
- Administer the approval process for the appointment of race officers as required by Yachting New Zealand regulations.
- Assist Organising Authorities with the appointment of event race management officials
- Use individual development plans to monitor, encourage, support and mentor race officers to progress through pathway from club to international.

Judges and Umpire (TR&MR) Sub Committee

Race officials committee members who are judges and umpires will lead the subcommittees responsibilities as follows:

Appeals

- Oversee the Yachting New Zealand Racing Rules Appeals procedures, including working with the CEO to appoint Appeals panel members.

Event support

- Assist Organising Authorities with the appointment of event officials.

Judge and Umpire training and appointments

- Document and review judge and umpire competencies, management practices and safety procedures.
- Develop and administer appropriate training programmes to promote uniform application and consistent interpretation of the Racing Rules of Sailing by sailors, judges and umpires following World Sailing recommended practices.
 - **Racing Rules training:** Approve course content, maintain relevance and currency.
 - **Club Judge and Umpire training:** Approve course content, maintain relevance and currency. Approve facilitator(s) to deliver courses.
 - **National Judge and Umpire training:** Approve course content, maintain relevance and currency. Approve facilitator(s) to deliver courses.
- Administer the approval process for the appointment of judges and umpires as required by Yachting New Zealand regulations.
- Use individual development plans to monitor, encourage, support and mentor Judges and Umpires to progress through pathway from club to international.

Technical Sub Committee

Race officials committee members who are technical officials will lead the subcommittees responsibilities as follows:

Technical official training

- Document and review technical official competencies, management practices and safety procedures.
- Develop and administer appropriate training programmes to promote uniform application and consistent interpretation of the Racing Rules of Sailing by Technical Officials.
- Use individual development plans to monitor, encourage, support and mentor technical officials to progress through pathway from club to international.

3.7) TERMS OF REFERENCE – YNZ HIGH PERFORMANCE ADVISORY GROUP (“HPAG”)

- a) The HPAG is established under Articles 14.29 – 14.34 of the Constitution.
- b) The purpose of the HPAG is to act as an advisory group to the Yachting New Zealand CEO (“the CEO”) developing policies and recommendations for relevant parts of the Yachting New Zealand Strategic Plan in relation to the achievement of Olympic, World

Championship and Pinnacle event medals in the designated classes for the current Olympic cycle. The CEO remains fully accountable to the Yachting New Zealand Board of Directors (“the Board”) for leading the high-performance program and achieving the agreed high-performance outcomes.

- c) The HPAG will also 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. This advice is to be provided by the HPAG to the CEO.
- d) The HPAG will participate in developing each High-Performance Plan in conjunction with the CEO, the Yachting New Zealand High Performance Director and High Performance Sport New Zealand. Each successive High Performance Plan will be presented by the CEO to the Board for approval.
- e) The HPAG will receive reports from the CEO and the Yachting New Zealand High Performance Director regarding progress against the agreed strategic objectives in the High Performance Plan. The HPAG will advise the CEO on refinements to the plan.
- f) A financial budget will be prepared and presented annually by the CEO for approval by the Board. Financial reports will be made available to allow progress against budgets to be understood and monitored at HPAG and at Board meetings.
- g) The HPAG has delegated authority and will be solely responsible for the appointment of class specific selectors and the nomination of athletes to the New Zealand Olympic Committee (“NZOC”) for selection to Olympic Games. The Olympic nomination criteria will be approved by the Board, within the parameters set by the NZOC.
- h) Membership of the HPAG:
 - i. Members of the HPAG will be appointed for 3 yearly terms by the Board.
 - ii. The Board may appoint one or more Board Members to the HPAG.
 - iii. The Chair, CEO and/or member of the Yachting New Zealand senior management team will ex-officio be members of the HPAG.
 - iv. A quorum for an HPAG meeting shall be three.
 - v. These terms of reference will be subject to bi-annual review by the Board.

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

- a) 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.
- b) 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.
- c) 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 Chair 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 Chairs of Working Groups shall be as requested by the CIORC Chair.

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 Chair 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.

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