

IRSA Guidelines for Event Representatives

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ABBREVIATIONS

IRSA International Radio Sailing Association
DNM Delegated National Member of IRSA
ICA International Class Association
NCA National Class Association
IOMICA ICA for the IOM class
RRS Racing rules of sailing

DEFINITIONS

The following words and phrases have these definitions in this document.

shall/may In this document, the word “shall” specifies a mandatory action or procedure, while the word “may” is permissive.

will/should In this document, the word “will” specifies an intention, and the word “should” specifies a policy.

Who is an official representative at an event?

There are two representative roles at an international event – an Official Class Representative of the ICA, and an Official Radio Sailing Representative of IRSA, and so it depends on whether the representative is acting on behalf of the class and its ICA, or on behalf of the radio sailing authority, IRSA. Currently, IRSA is the ICA as well as the radio sailing authority for the M, 10R, and A classes, while for the IOM, IOMICA is the ICA and IRSA is the radio sailing authority. For M, 10R, and A class events, the two representative roles may be combined in one representative, while for IOM class events these two roles should be separate and involve two representatives.

What is the purpose of an official representative?

Every time an International championship takes place there is a large amount of useful knowledge and experience gained by the organising authority, the race committee, and the

judge/umpire team. It is important to channel that in a methodical and useful way into the procedures, and rules where necessary, of IRSA and International Class Associations. The organising authority, the race committee, and the judge/umpire team themselves may have little or no particular interest in passing on that knowledge. The main purpose of having an official representative at those events is to note what can be learned and to report it back to the relevant class and radio sailing authorities, so that its benefit for future events can be maximised.

For a class representative, in checking that the event conforms to the expectations and wishes of the class, an Official Class Representative communicates the preferences of the ICA for racing, umpiring, race organisation, and event management to the organising authority, the race committee, and the judge/umpire team. This communication of class expectation is NOT an appropriate role for the radio sailing authority, if different, and the radio sailing authority representative, if any.

What are the official representative's tasks?

These are described in detail below. In general, a representative should

- Prepare for the event by having copies of all relevant rules and regulations.
- Be briefed by their association on any issues which might arise or might need particular attention.
- Make written, audio, and video notes at the event as may be appropriate.
- Draft and circulate reports after the event which are relevant to the various stakeholders, usually addressing event organisation including information communication, measurement, race management, judging, and umpiring.

IRSA is the radio sailing authority

An IRSA representative, if any, should make notes on the compliance of the event with the rules and expectations of IRSA as the radio sailing authority. The functions of the IRSA representative in this section should not be confused with the rather different functions of a class representative, as outlined in the next section.

Currently, IRSA is the radio sailing authority for the IOM, M, 10R, and A. The role of the Official IRSA Representative, acting on behalf of IRSA as the radio sailing authority, is to:

- Note any amendments, suspensions, or overrides of the Class Rules by the organisers.
- Note how the measurement procedures were properly maintaining the objectives of the Class Rules.
- Note the presence or otherwise of at least one class International Measurer.
- Note the composition, qualifications, and experience of the International Jury and umpires.
- Note the qualifications and experience of the Race Committee.
- Note the number of competitors, of Delegated National Member countries represented by the competitors, and of continents.
- Note issues with RRS Appendix E, Notice of Race, Sailing Instructions, Addendum Q, HMS, and any other IRSA rules and guidelines.

The ICA is the class authority

The purpose of a class representative at an event should be to make notes of the compliance of the event with the rules, expectations, and wishes of the ICA as the class authority. Where IRSA is the ICA, it is expected that the class representative should be a member nominated by the relevant IRSA Class Committee (the M, 10R, or A Class Committee as appropriate).

Where the class has an independent ICA, it is expected that the class representative at the event should be a member of the ICA of that class. Currently, this only applies to the IOM, and the Official Class Representative at an IOM event should be a member of IOMICA. In this case, it would be inappropriate of the IRSA Representative, if any, to undertake, or attempt to undertake, any of the functions of a class representative.

On the other hand, where IRSA is both the ICA of a class and its radio sailing authority, the IRSA Representative should combine the functions of both the radio sailing authority representative, as outlined earlier, and of the class representative, as outlined here.

This section deals with role of the Official Class Representative.

- An International class should have an International Measurer in charge of event measurement. If there is no International Measurer, the class representative should be available for any measurement queries. In any case, the class representative should observe the measurement process and take notes.
- The class representative should meet with the International Jury and the event Umpires before the event starts. In this meeting, the class representative should discuss the way the class prefers to be umpired under the umpiring rules and the way the class prefers to race under the racing rules.
- The class representative should meet with the Race Officers and Race Committee before the event starts. In this meeting, the class representative should discuss the way the class prefers its races to be organised and managed.
- After the first day of racing, the class representative should meet with the Race Officials (Umpires, Judges, Race Officers, Racing Committee), to review any issues and to make adjustments for the following days.
- After each day of racing thereafter, the class representative should be available to Race Officials for a daily debrief.
- While the event organisers usually arrange for competitor briefings at the start of each day of the event, and may schedule other meetings with the competitors during the event, the class representative may have a role to play in facilitating such meetings.
- Towards the end of the event and after the day's racing, the class representative should call a class meeting of all competitors to hear and respond to their comments on their class event, such as how it is being managed, how the racing at the event has proceeded, what lessons need to be learned for future events, and so on.
- The class representative should call a meeting at the end of the event of those members of the class committee who happened to be present at the event (whether competing or not), to discuss all the issues that have arisen, and formulate an action plan for the next year or two.
- During the entire event, the class representative should observe the implementation of the rules, particularly the RRS Appendix E, Class Championship Rules, and Addendum Q, and make notes on any issues with the Notice of Race, Sailing Instructions, HMS, and any other event rules and guidelines.

- During the entire event, the class representative should observe the organisation and management of the event and the racing (course setting, start line bias, heat duration, control area arrangements, fleet control board, competitor communications including results, observer management, etc).
- During the entire event, the class representative should observe the behaviour of the competitors (acknowledging rule breaches, taking penalties, good sportsmanship, etc), of the race officials (appropriate concern for the quality of the event, for the opinions of the competitors, etc), and of the umpires and judges (quality of calls, appropriate informal advice to competitors, etc).
- During the entire event, the class representative should observe the facilities (work areas, boat storage, battery charging, wifi, etc) and social arrangements including prize giving (refreshments, lunches, seating, rest rooms, quality of podium and other prizes and awards, “fun” races with umpires and race officials, etc).
- If any important matters surfaced during the event, the class representative should discuss these with the Race Officials at the daily debrief.
- If any urgent matters surfaced during the event, the class representative should bring them to the immediate attention of the Principal Race Officer, the Jury Chairman, or the Chairman of the Umpiring panel as appropriate.

Note on national events

While these guidelines apply at international events, they may also be useful for national championship events. In this case, the same two kinds of representative role are involved – a Class Representative of the NCA, and a Radio Sailing Representative of the DNM. The same two kinds of concern are also involved. The DNM representative notes the compliance of the event with the rules and expectations of the DNM as the national radio sailing authority, while the NCA representative notes the compliance of the event with the rules, expectations, and wishes of the NCA as the national class authority.