

Preparing for the Formal Meeting

The pre-meeting suggestion (proposal) is for this current meeting to follow the following steps:

Step 1

1. That each Proposal be put into writing along with the Proposer's name.
2. That the Proposal has a set of explanatory notes attached.
3. That the Agenda including the Proposals/Notes be published for download a minimum of two weeks prior to the scheduled Formal Meeting and made available to the officers of the Executive Committee
4. That variations of the Agenda, and Proposals to Amend be notified to the (acting) General Secretary prior to one week before the scheduled meeting.

Step 2

1. Final Agenda is published on the IRSA Web site and is available for download both to EC officers and to interested members and stakeholders one week before the scheduled Formal Meeting.

Step 3

The Formal Meeting Commences

Proposed Formal Meeting Agenda

Timing Schedule

1. Proposals and Papers published for download: Monday 4th August 2014
2. Variations of the Agenda and Proposals to Amend due: Monday 11th August 2014
3. Final Agenda and Papers published for download: Wednesday 13th August 2014
4. First Formal Meeting of the current EC commences: Wednesday 20th August 2014

Executive Committee IRSA

Chairman: *Lester Gilbert*

Vice Chairman: *Federico Breuer Moreno*

General Secretary (Acting) and Oceania Officer: *Selwyn Holland*

Treasurer: *waiting nomination*

Racing Rules Chairman: *waiting nomination*

Technical Chairman: *Graham Bantock*

Organisation and Policy Chairman: *Terry Rensch*

Publicity Officer: *waiting nomination*

Regional Officer Americas: *Jim Atkinson*

Regional Officer Europe: *Matteo Longhi*

The **Agenda** is in two parts:

1. **Briefing Summary:** this allows for a quick “at a glance” summary of the items to be discussed and ratified at this Formal Meeting.
2. **Attachments/Notes:** are the body of the information clarifying each Proposal to be considered by this Formal Meeting.

This Formal Meeting will be initially conducted under the guidelines of **P1** and **P2** of the Proposals. After those two Proposals have been duly considered and ratified, then the rest of the meeting shall be conducted under the ratified variation (if any) of those two procedural Proposals.

1. Briefing Summary

Proposal	Proposer	Brief Description	Attachments/Notes
P1- 2014-ECFM-August: <i>Proposal for IRSA Guidelines for Formal Meetings.</i>	EC Chairman Lester Gilbert	A suggested process to carry out the Formal Meetings of the EC and of General Assemblies	N1-2014-ECFM-August
P2- 2014-ECFM-August: <i>Proposal for IRSA Guidelines for EC Committee Meetings.</i>	EC Chairman Lester Gilbert	A suggested process for ongoing EC Meetings including discussions and voting on proposals	N2-2014-ECFM-August
P3- 2014-ECFM-August: <i>Proposal to ratify Decision 2014-S-1 Publish voting records</i>	EC Chairman Lester Gilbert	That the voting records from the General Assembly and Formal Meetings of the IRSA be published on the IRSA site for member and stakeholder viewing	N3-2014-ECFM-August
P4- 2014-ECFM-August: <i>Proposal to ratify Decision 2014-I-1 Establish a webpage to communicate IRSA business on the web site</i>	Richard Rowan General Secretary (now resigned)	To establish an addition to the IRSA web site that can be used to highlight ongoing IRSA business for the members and stakeholders	N4-2014-ECFM-August
P5- 2014-ECFM-August: <i>Proposal to amend P6- 2014-ECFM-August Class Administration -- Revised text</i>	EC Chairman Lester Gilbert	An amendment that is being proposed to vary the original Class Administration Proposal	N5-2014-ECFM-August

<i>for Decision 2014-S-3 Class Administration</i>		(a) that a chair of a class committee shall be a member of the EC only if they already hold an office in the EC; (b) including other technical adjustments to the wording.	
P6 -2014-ECFM-August: <i>Proposal to ratify Decision 2014-S-3 Class Administration</i>	EC Chairman Lester Gilbert	To form a new set of EC committees for the promotion and administration of each of the international classes for which the IRSA is responsible. At present these are the 10R, M Class, and A Class.	N6-2014-ECFM-August
P7 -2014-ECFM-August: <i>Proposal for IRSA Guidelines for Representatives at IRSA Events</i>	EC Chairman Lester Gilbert	An initiative to send an observer to represent the IRSA at major IRSA approved events such as World Championships. These are the suggested guidelines for the observer(s) to follow.	N7-2014-ECFM-August
P8 -2014-ECFM-August: <i>Proposal to accept IRSA Representative Report on M Worlds 2014</i>	EC Oceania Officer Selwyn Holland	Lester Gilbert was sent by the Executive Committee to be an official observer/representative at the July 4014 M Worlds in the Netherlands. His observations and discussions with officials resulted in this summary of the event and suggestions for the future. Proposal 9 was a direct result of this initial action.	N8-2014-ECFM-August

Attachments/Notes

There are **eight** attached sets of notes (N1 to N8) following to support the Proposals.

For a summary of the Proposals see the listing in the “Briefing Summary” above.

P1- 2014-ECFM-August: *Proposal for IRSA Guidelines for Formal Meetings.*

N1-2014-ECFM-August

This text focuses on how to carry out an organised formal meeting including step by step procedures and also the timing involved.

IRSA Conduct of Formal Meetings

Lester Gilbert
Chairman, IRSA Executive Committee
June 2014

Definitions

Electronic communication	A means of exchanging information including but not limited to the World Wide Web, the Internet, e-mail, fax, telephone, message boards, discussion forums, video conferencing, audio conferencing.
Asynchronous	Where communications occur at widely different times.
Forum	A software application which supports asynchronous electronic communication, often called a discussion forum or discussion board, accommodating Members in different time zones.
Meeting	A gathering, either physical or virtual. Some virtual meetings may be conducted with synchronous communications and supported by a form of electronic communication such as video conferencing or audio conferencing. Some virtual meetings may be conducted with asynchronous communications and supported by a form of electronic communication such as e-mail or a discussion board.
Committee Meeting	A Meeting regulated by the “IRSA Conduct of Committee Meetings”.

Formal Meeting	A Meeting regulated by the “IRSA Conduct of Formal Meetings”, whose business is specified by and limited to an agenda of previously notified proposals.
Committee	A general term for the Executive Committee (EC) or any EC committee or sub-committee.
Chair	The chairman, chairwoman, or chairperson of the Meeting.
Member	A member of the Meeting.
Consider	A proposal is being considered while it awaits being seconded, is being discussed, or is being voted upon.

Procedures for meetings in associations and organisations such as IRSA often refer to the paperback by Henry M. Robert III (2011), *Robert's Rules of Order Newly Revised In Brief*, 2nd edition. It is available from Amazon for around £14, and forms the basis of these guidelines. On more obscure points of order, the parent authority is S.C. Robert et al. (2011), *Robert's Rules of Order Newly Revised*, 11th edition.

These guidelines cover the business of Formal Meetings in IRSA (including the General Assembly) and in the EC, where proposals are specified by the agenda, may not otherwise be freely introduced, and amendments to the proposals on the agenda are not discussed but referred if they obtain majority support. While it is assumed that the Formal Meeting takes place through asynchronous electronic communication (ie, e-mail or discussion forum) and the following sections are phrased with that assumption, these guidelines apply equally to physical meetings or to virtual meetings supported by synchronous electronic communication (ie audio- or video-conferencing). Different guidelines cover the less formal conduct of business in the EC and other committees, where proposals may be made at any time that a proposer feels appropriate, and discussion and voting always takes place through asynchronous electronic communication.

Guide time limits are provided in a table towards the end of this document.

Agenda, proposals, and papers

An agenda, its listed proposals, and the associated papers of the meeting are the substance of a Formal Meeting, where proposals are seconded, debated, and voted on.

The agenda specifies the business of the meeting, by listing the proposals which will be considered in the course of that meeting. The agenda entry for any proposal shall provide the name of the Member who is the proposer.

Each proposal mentioned in the agenda shall be more fully described, detailed, documented, explained, or otherwise supported in the papers of the meeting. A template for a proposal is provided as a separate document, “IRSA Proposal Template”.

Both the agenda and the papers shall have been sent to Members a reasonable time in advance of the meeting, and shall be available for download by Members from that time, in advance of the meeting.

Placing proposals to amend on the agenda

In order to allow Members effective discussion of possible amendments to proposals, the agenda for a Formal Meeting is constructed in two stages. In the first stage, a call is made, and a deadline set, for agenda items, that is, for main proposals to the meeting. In the second stage, a call is made, and a deadline is set, for proposals to amend any of the main proposals listed in the first stage. Any proposals to amend should be listed on the final agenda before the main proposal which is the subject of any proposals to amend.

Notification

A proposal is notified to the meeting by being listed in the agenda. When the proposal becomes due for consideration in the meeting, it shall be entered as the first message in a Forum thread constructed specifically for that purpose. The message provides the proposal in full, or a link to the proposal document. The message provides the name of the proposer.

Seconding

A proposal requires a seconder, who posts a message such as, "I second the proposal". If a proposal is not seconded within the time limit specified, it is deemed withdrawn from the agenda.

Discussion

Following the seconding, the Chair opens discussion on the proposal, and specifies the time limit for discussion of the proposal before voting.

Members are permitted up to two messages in discussion of a proposal. While Members may post their message(s) at any time, experience suggests it is more useful if they provide a message in each of two phases.

In the first phase, those Members who wish to express a view post their response to the proposal in one single complete message. After a reasonable interval approximately halfway through the scheduled allocation of time, or if all Members have posted, the proposer responds in one single complete message. After the proposer's response, in the second phase, those Members who wish to express a view may post, provided they do not exceed their two-message allowance. Towards the end of discussion, the proposer may post once more.

The Chair has the authority to require that all messages are germane – relevant to the proposal – and to edit or delete messages which are not. The Chair also has the authority to require that all messages address the issues and not the personalities, and may edit or delete offending messages.

The intention here is not to limit or restrain discussion, but to make it focussed. It is expected that the ideas involved in the proposal have already been discussed informally at some earlier time, perhaps in a general forum thread or two, or elsewhere in some other form or forum. The intention

with this formal process is to arrive efficiently at a final well-expressed proposal which can be voted upon.

Voting and voting record

The Chair may call for a vote after all Members have responded, or shall call after the scheduled time limit. The call for the vote specifies the time limit for voting on the proposal.

Each Member informs the meeting of their vote by posting a message, whose text usually comprises one of three words: “Yes”, “No”, or “Abstain”. Alternatively, the Chair may use the “poll” feature, provided it is set to show the identities of each of the voters.

After all Members have voted, or the end of the voting period, the Chair provides the formal tally of the votes, listed by Member name or by Officer title and a word describing their vote, “Yes”, “No”, “Abstain”, or “Not present”. This is required even if the Forum “poll” feature has been used.

Quorum and announcing the result

For an EC Formal Meeting, if at least 5 Officers are recorded as having voted (Yes, No, or Abstain), the EC Chairman or Secretary formally announces the result in a final message: that the proposal is successful / passed, or the proposal is defeated / failed. Where a vote is tied, the Chair may cast a deciding vote.

If fewer than 5 Officers vote (Yes, No, or Abstain), the EC Chairman or Secretary formally announces the vote as inquorate.

For other meetings, the quorum is a number specified in advance by an applicable regulation. If no number has been specified, then it is the number which corresponds to the majority of the Members.

Amendments

An amendment to a proposal may be proposed while the proposal is being considered, but the amendment itself is not discussed in a Formal Meeting. Instead, the amendment is immediately voted on, and if passed it is referred (see the explanation of “refer” in the table below) along with the original proposal. Discussion on the original proposal is suspended while the amendment is voted on.

An amendment is expressed as a proposal. To be in order, the amendment shall state specifically and exactly the change to the original proposal that is being suggested. It shall provide the background and current situation relevant to the amendment, and some statement or explanation of the problem the amendment is intended to solve. The amendment shall also name the EC Committee or sub-committee to which it will be referred if passed, or otherwise shall specify the persons who shall form the special committee for the purpose of amending the original proposal.

The Chair has the authority to require that an amendment is germane, and that it does not recycle, rehash, or revisit previously settled matters. Should the proposed amendment fail these tests, the Chair has the authority to edit or delete the proposed amendment.

The Chair specifies the time limit for seconding an amendment, and the time limit for voting on it when seconded. The process is as specified in the above sections on voting and announcing the result.

If an amendment is passed, discussion on the original proposal terminates, and there is no vote taken on the original proposal. The Chair shall call, and give reasonable time, for other amendments to the original proposal, which shall be seconded and voted on in turn.

If an amendment is defeated, discussion resumes on the original proposal at the point that it was suspended.

An amendment cannot itself be the subject of a proposal to make an amendment.

Proposal listed as “Proposal to amend” in the agenda

It may be that the agenda lists a proposal to amend another proposal on the agenda. In the meeting, this proposal to amend is treated and dealt with separately and independently as a main proposal in its own right, and is not treated as an “amendment” as defined here. Time shall be granted to the Chair to provide a revised proposal in the event that any proposal to amend succeeds.

Subsidiary proposals

While a proposal is under consideration, other subsidiary proposals may be made about it. All subsidiary proposals must be seconded. Some subsidiary proposals are not debated, while others may be discussed, in which case Members are permitted up to two messages in such discussion. Some subsidiary proposals require a two-thirds majority to be passed. Making an amendment to a main proposal is a form of subsidiary proposal. As explained above, a proposal to amend, being listed separately as such in the agenda, has the status of a main proposal and does not have the status of a subsidiary proposal.

<p>Refer. Proposal to send the main proposal under consideration to a committee, either an existing committee or a committee specially formed for the purpose. The committee shall, after reworking the original proposal, return an amended version for consideration. If passed, the proposal to refer terminates all consideration of the main proposal. When the amended proposal returns, it is treated as a new proposal.</p>	<p>Debateable</p>	<p>Simple majority</p>
<p>Consider informally. Proposal to allow more than two responses from Members during discussion and debate.</p>	<p>Debateable</p>	<p>Simple majority</p>
<p>Postpone. Proposal to cease consideration of the proposal under consideration and to resume consideration at a specified date.</p>	<p>Debateable</p>	<p>Simple majority</p>

Appeal the decision of the Chair. Proposal to overturn a specified <i>decision</i> of the Chair. Although no Member may post a message in discussion of the proposal, apart from the message of the proposer which proposes the appeal, the Chair is permitted one message in defence of their decision.	Not debateable	Simple majority
Adjourn. Proposal to end the meeting and cease consideration of unfinished business (if any). The proposal usually provides for a date on which business would resume, or provides that this date shall be “at the call of the Chair”.	Not debateable	Simple majority
Make an amendment. Proposal to refer a specified amendment, along with the main proposal it amends, to a committee.	Not debateable	Simple majority
Extend the time limit. Proposal to increase a specified time limit of the proposal under consideration – for being seconded, for being discussed, for being voted on – to a specified value.	Not debateable	2/3 majority
Close debate. Proposal to terminate discussion and move immediately to voting.	Not debateable	2/3 majority
Suspend the rules. Proposal to suspend (disregard) the rules of meeting procedure. The proposal states what the proposer wishes to be done, and does not refer to any specific rule as such.	Not debateable	2/3 majority

Enquiries

While a proposal is being considered, questions can be posted and messages sent in answer which do not count towards the limit of two messages per Member. These are three of the more common enquiries.

Point of order. A Member may question whether, or state that, a rule has been broken. The Chair decides whether there has indeed been a breach of the rules of meeting procedure or decorum, and states their reasons briefly.

Procedural inquiry of the Chair. A Member may ask the Chair about the rules or the procedure of the meeting or about decorum. The Chair provides an answer. The Chair’s answer is not a decision, and may not be appealed. If a Member believes that the Chair’s answer is incorrect, they are then obliged to act contrary to the answer and wait for the Chair to rule that act out of order. The decision of the Chair can then be appealed.

Request for information from a Member. A Member may ask the Chair for information, naming the Member who is believed to possess that information. The Chair has the authority to permit the named Member to reply, or to refuse the request for information.

Time limits

Prior to meeting	
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Stage 1: Main proposals agenda and papers circulated and available for download	2 weeks in advance
Stage 2: Final agenda circulated and available for download, listing main proposals from stage 1 and proposals to amend; and papers for proposals to amend circulated and available for download	1 week in advance

Meeting stage	Main proposal	Subsidiary proposal
Seconding: From notification of the proposal in a new thread to being seconded	Within 3 days	Within 3 days
Discussion: From being seconded to being voted upon	Within 2 weeks	Within 1 week
Voting: From the call to vote to the close of voting and the announcement of the result	Within 1 week	Within 3 days
After a proposal to amend, listed in the agenda, succeeds: from the announcement of the result to the notification of the amended proposal	Within 3 days	[N/A]

Summary of procedure for Formal Meetings

Only proposals listed on or permitted by the agenda are in order. A proposal shall be seconded. Discussion then takes place where Members may post up to two messages. During consideration of the proposal, Members may make subsidiary proposals or make enquiries. At the end of discussion a vote is called. After voting, a formal tally provides the voting record (Yes, No, Abstain, or Not present) by Member name. If a quorum has voted, the proposal is announced as passed / succeeded or failed / defeated, otherwise the vote is declared inquorate.

Procedures for a General Assembly

In addition to the procedures for a General Assembly (GA) laid out in the Constitution, the GA shall be conducted according to these procedures for a Formal Meeting, and the following further procedures shall apply.

Proxies are permitted.

The agenda item, "Review of the minutes of the last General Assembly" shall be understood to be a proposal to accept the minutes of the last GA.

The agenda item, "Matters arising therefrom" shall be understood to refer to proposals and proposals to amend as may be listed in this part of the agenda, these proposals being related to matters previously minuted.

The agenda items, "To receive the Officers' Reports" and "To receive the Accounts" shall be understood to be proposals to accept the reports and accounts specified.

The agenda item, “To set the Subscriptions” shall be understood to be a proposal to accept the specified subscriptions.

The agenda item, “Election of the Officers” shall be understood to be a proposal, for each Office, to proceed without debate to vote for the specified candidates.

The agenda item, “Motions and amendments” shall be understood to refer to proposals (for motions) and proposals to amend (for amendments), these proposals being new business and not related to matters previously minuted.

The agenda item, “Any other urgent business at the discretion of the Chairman” shall be understood to apply to matters whose resolution require immediate action, and not to matters simply because they have come to the attention of the GA after the expiry of the time limit for placing items on the agenda, or to matters whose resolution may be satisfactorily accommodated by the normal use of procedures laid down in the Constitution or Regulations.

Until such time as the Constitution shall be officially amended, the order of business specified in Article 6.4 shall be arranged to a more logical order as follows:

- (i) Approval of the Agenda.
- (ii) Review of the minutes of the last General Assembly.
- (iii) Matters arising therefrom.
- (iv) To receive the Officers' Reports.
- (v) To receive the Accounts.
- (vi) To set the Subscriptions.
- (vii) Motions and amendments.
- (viii) Any other urgent business at the discretion of the Chairman.
- (ix) Election of the Officers as set out in Article 7.1.

The Constitution provides the time limits which are applicable prior to the GA.

The Constitution provides that a proposal to amend shall be seconded prior to the GA.

The Constitution provides that proposals, and proposals to amend, may be accepted during the meeting of the GA if all Members consider them to be urgent. This provision shall be understood to permit a proposal “add to the agenda”, which shall be seconded, not be debated, and require a “Yes” vote from every Member to succeed.

Add to the agenda. Proposal to place a specified proposal or proposal to amend on the agenda.	Not debateable	All Members
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The Constitution provides that decisions of the General Assembly shall be taken by a simple majority of the votes cast, which shall be understood to apply to the voting on the main proposals listed on the agenda, and not to apply to the voting on subsidiary proposals, as set out in the conduct of Formal Meetings.

The Constitution provides that an equality of votes will result in the status quo remaining, which shall be understood to apply to the voting on the main proposals listed on the agenda, such that the Chair does not have a second, deciding vote, and not to apply to the voting on subsidiary proposals, where the Chair does have a deciding vote.

P2- 2014-ECFM-August: Proposal for IRSA Guidelines for EC Committee Meetings.

N2-2014-ECFM-August

This text specifically focuses on the step by step responsibilities of the committee and sub-committee members including how to produce decisions and bring them to the EC for consideration.

IRSA Conduct of Committee Meetings

Lester Gilbert

Chairman, IRSA Executive Committee

June 2014

Definitions

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Asynchronous	Where communications occur at widely different times.
Forum	A software application which supports asynchronous electronic communication, often called a discussion forum or discussion board, accommodating Members in different time zones.
Meeting	A gathering, either physical or virtual. Some virtual meetings may be conducted with synchronous communications and supported by a form of electronic communication such as video conferencing or audio conferencing. Some virtual meetings may be conducted with asynchronous communications and supported by a form of electronic communication such as e-mail or a discussion board.
Committee Meeting	A Meeting regulated by the "IRSA Conduct of Committee Meetings".
Formal Meeting	A Meeting regulated by the "IRSA Conduct of Formal Meetings", whose business is specified by and limited to an agenda of previously notified proposals.
Committee	A general term for the Executive Committee (EC) or any EC committee or sub-committee.
Chair	The chairman, chairwoman, or chairperson of the Meeting.

Member	A member of the Meeting.
Consider	A proposal is being considered while it is being discussed or is being voted upon.

Procedures for associations and organisations such as IRSA often refer to the paperback by Henry M. Robert III (2011), *Robert's Rules of Order Newly Revised In Brief*, 2nd edition. It is available from Amazon for around £14, and forms the basis of these guidelines. On more obscure points of order, the parent authority is S.C. Robert et al. (2011), *Robert's Rules of Order Newly Revised*, 11th edition.

These guidelines cover the day-to-day business of the EC “in committee”, where proposals may be made at any time that a proposer feels appropriate, and where discussion and voting take place through asynchronous electronic communication. Different guidelines cover the conduct of business at a General Assembly, and at a Formal Meeting of the EC, since proposals in these meetings are specified by the agenda, may not otherwise be freely introduced, and amendments are not discussed but referred if they obtain majority support.

Proposals

Proposals are the substance of EC business. They are notified, debated, amended, and voted on by the EC. It is recommended that this method be adopted by EC committees and sub-committees.

Notification

Each proposal is notified to the meeting by a message on a Forum thread constructed specifically for the proposal. The notification message provides the proposal in full, or a link to the proposal document. The message provides the name of the proposer. The proposal message is usually the first message in the thread. The Chair has the authority to help the proposer re-word the proposal, if necessary, to make it clearer, and also has the authority to edit (but not delete) the proposal if this help is refused. A template for a proposal is provided as a separate document, “IRSA Proposal Template”.

Discussion

Following the notification of a proposal, the Chair indicates the time limit for discussion. Members consider the proposal with no formal limits on the number of messages they may post. (In other contexts, this approach to discussion is often called “consider informally”, “in committee”, or “in committee of the whole”.) The Chair has the authority to prevent excessive posts by a Member if they are considered dilatory or obstructive to the conduct of business.

The Chair has the authority to require that all messages are germane – relevant to the proposal – and to edit or delete messages which are not. The Chair also has the authority to require that all messages address the issues and not the personalities, and may edit or delete offending messages.

Voting and voting record

The Chair calls for a vote after discussion ends and specifies the time limit for voting on the proposal. At some point during discussion (and sometimes at the start of discussion), the Chair may open an Forum poll to gauge the level of opinion on the proposal. If a clear majority emerges on the poll, or if after a reasonable time of discussion a clear majority opinion has been expressed, the Chair may close discussion early and call the vote at that point.

In the IRSA Forum, the Chair may use the “poll” feature for formal voting, provided that it is set to show the identities of each of the voters. The poll title or question is usually the title of the proposal, and the three poll options usually comprise “Yes”, “No”, or “Abstain”. Alternatively, each Member informs the session of their vote by posting a message comprising one of three words, “Yes”, “No”, or “Abstain”, or their equivalent.

After all Members have voted, or the end of the voting period, the Chair provides the formal tally of the votes, listed by Member name (for a sub-committee) or by Officer (for the EC) and a word describing their vote, “Yes”, “No”, “Abstain”, or “Not present”. This is required even if the IRSA Forum “poll” feature has been used. The proposal thread may then be locked.

Quorum and announcing the result

For the EC, if at least 5 Officers are recorded as having voted (Yes, No, or Abstain), the EC Chairman or Secretary formally announces the result in a final message: that the proposal is passed, or the proposal is defeated. Where a vote is tied, the Chair may cast a deciding vote.

If fewer than 5 Officers vote (Yes, No, or Abstain), the EC Chairman or Secretary formally announces the vote as inquorate.

For a committee or sub-committee, the quorum is a number decided in advance by the committee or sub-committee Chair in consultation with the committee or sub-committee, and may be a number as small as 1. If no number has been decided, then it is that number which corresponds to the majority of the committee or sub-committee Members.

At the discretion of the proposer, an inquorate proposal may be re-presented after a reasonable period. If it the voting is again inquorate, the proposal would not be welcome in the committee for at least six months.

A defeated proposal would not be welcome for re-presentation in the committee for at least six months.

Amendments

Proposals can be amended. In this case, the discussion on the original proposal is suspended while the amendment is considered.

An amendment is a proposal and is expressed as a proposal. To be in order, the amendment must state specifically and exactly the change to the original proposal that is being suggested. It is usual to provide the background and current situation relevant to the amendment and some statement of the problem the amendment is intended to solve.

The Chair has the authority to require that an amendment is germane, and that it does not recycle, rehash, or revisit previously settled matters. Should the proposed amendment fail these tests, the Chair has the authority to edit or delete the proposed amendment.

An amendment is notified in a new thread. It is usually the first message in that thread. It is discussed. The amendment is then voted upon.

If the amendment is passed, the previous main proposal is amended and the newly amended proposal is notified in the previous main thread. Discussion then resumes on the amended proposal at the point that previous discussion was suspended. If the proposal was being “considered formally”, the Chair has the authority to permit one additional message from any Member who had already posted two messages at the time that the amendment was proposed.

If the amendment is defeated, discussion resumes on the original proposal at the point that it was suspended.

An amendment cannot itself be the subject of a proposal to amend it.

Subsidiary proposals

While a proposal is under consideration, other subsidiary proposals may be made about it. Except for an amendment, other subsidiary proposals do not need to be notified in a separate thread; instead, they are made in the same thread as the proposal to which they refer. Some subsidiary proposals can be discussed, while others are not debated. Sometimes a subsidiary proposal requires a two-thirds majority to be passed. If a subsidiary proposal is defeated at its vote, it may be re-presented after a reasonable period.

Refer. Proposal to send the main proposal under consideration to a committee, either an existing committee or a committee specially formed for the purpose. The committee shall, after reworking the original proposal, return an amended version for consideration. If passed, the proposal to refer terminates all consideration of the main proposal. When the amended proposal returns, it is treated as a new proposal.	Debateable	Simple majority
Amend. Proposal to amend the main proposal. Notified in a new thread.	Debateable	Simple majority
Postpone. Proposal to cease consideration of the proposal under consideration until a specified date.	Debateable	Simple majority
Consider formally. Proposal to limit the number of responses a Member may make during discussion and debate (see note below).	Not debateable	Simple majority

Appeal the decision of the Chair. Proposal to overturn a specified <i>decision</i> of the meeting Chair. Although no Member may post a message in discussion of the proposal, apart from the message of the proposer which proposes the appeal, the Chair is permitted one message in defence of their decision.	Not debateable	Simple majority
Adjourn. Proposal to end the session and suspend consideration of unfinished business (if any). The proposal usually provides for a date on which business would resume in a new session, or provides that this date shall be “at the call of the Chair”.	Not debateable	Simple majority
Extend the time limit. Proposal to increase a specified time limit of the proposal under consideration – for being discussed, for being voted on – to a specified value.	Not debateable	2/3 majority
Suspend the rules. Proposal to suspend (disregard) the rules of meeting procedure. The proposal states what the proposer wishes to be done, and does not refer to any specific rule as such.	Not debateable	2/3 majority

Note on “Consider formally”. The intention of this subsidiary proposal is to focus discussion, so that the meeting may arrive efficiently at a final well-expressed main proposal which can be voted upon.

When considering formally a main proposal, Members are limited to two (2) responses (messages, posts) to the main proposal. By convention, after a first phase where Members have made a response, or after a reasonable interval approximately halfway through the scheduled allocation of time, the proposer responds. Members may then make their second response.

When considering formally an amendment or other kind of subsidiary proposal, Members are limited to one (1) response to the proposal in the form of a complete message or posting.

The response limit comes into force after the “consider formally” proposal is passed, and previous posts in the thread (if any) are ignored for purposes of counting towards the limit. The time limit for discussion is unaffected, regardless of whether the “consider formally” proposal succeeds or fails.

Other kinds of main proposal

Apart from the usual kind of proposal brought to a meeting, there are two special kinds of main proposal which deal with matters previously settled.

Rescind, or amend, previously passed main proposal. Proposal to reverse a previous decision of the meeting, or to make a change to a previous decision. This is effectively a proposal to bring a previously agreed proposal back to the meeting for complete and full re-discussion and re-vote.	Debateable	2/3 majority if no notice given. Simple majority if 4 weeks’ notice given to the meeting.
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<p>Reconsider. Proposal to reconsider a main proposal previously passed. Can only be proposed by a Member who voted in favour of the main proposal originally. A proposal to reconsider must be made within one week of the announcement of the original result.</p>	<p>Debateable</p>	<p>Simple majority</p>
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Enquiries: other kinds of discussion

While the main proposal is being considered, questions can be posted and messages sent in answer (which do not count towards any message limit if the main proposal is being “considered formally”). These are three of the more common enquiries.

Point of order. A Member may question whether, or state that, a rule has been broken. The Chair decides whether there has indeed been a breach of the rules of meeting procedure or decorum, and states their reasons briefly.

Procedural inquiry of the Chair. A Member may ask the Chair about the rules or the procedure of the meeting or about meeting decorum. The Chair provides an answer. The Chair’s answer is not a decision, and may not be appealed. If a Member believes that the Chair’s answer is incorrect, they are then obliged to act contrary to the answer and wait for the Chair to rule that act out of order. The decision of the Chair can then be appealed.

Request for information from a Member. A Member may ask the Chair for information, naming the Member who is believed to possess that information. The Chair has the authority to permit the named Member to reply, or to refuse the request for information.

Summary of time limits

Stage	Main proposal	Subsidiary proposal
Discussion: From being notified to being voted upon	Within 2 weeks	Within 1 week
Voting: From the call to vote to the close of voting and the announcement of the result	Within 1 week	Within 3 days
Re-presentation of a proposal following an inquorate vote:	After 2 weeks	After 1 week (or 3 days when considering an amendment)
Re-presentation of a proposal following earlier defeat:	After 6 months	After a further week (or 3 days when considering an amendment)

Note on re-presentation. The Chair has the authority to rule a proposal out of order upon a second or further attempt at its re-presentation, and to insist that a differently worded proposal be introduced as a substantively new proposal for the consideration of the meeting.

Summary of procedure for committee meetings

A proposal shall be notified. Discussion takes place. During consideration of the proposal, Members may propose amendments, other subsidiary proposals, or make enquiries. After the specified time limit, discussion closes and a vote is called. After voting, a formal tally provides the voting record (Yes, No, Abstain, or Not present) by Member name. If a quorum has voted, the proposal is announced as passed / succeeded or defeated / failed, otherwise the vote is declared inquorate.

P3-2014-ECFM-August: Proposal to ratify Decision 2014-S-1 Publish voting records

N3-2014-ECFM-August

This was discussed extensively on the forum and voted unanimously approved by all the EC at the time. It is now presented again to the EC for Formal Ratification.

2014-S-1 Publish voting records

Current situation

The voting records of EC, committee, and sub-committee officers are not published, and under some circumstances are not known.

Problem

Unpublished and unknown voting records reflect a lack of transparency and a lack of accountability. IRSA stakeholders (members, radio sailors) are unable to determine how Officers have voted, or whether they voted at all. When an Officer stands for re-election, or a committee or sub-committee member stands for election, IRSA members have no information on how they actually served IRSA. Although Officers and committee and sub-committee members always intend to serve and engage with IRSA, it happens from time to time that they do not, yet they may be returned to office with this fact unknown and unappreciated.

Proposed solution

For every vote taken in the EC, committee, or sub-committee, a note is made of who voted and in what way. The voting record is then published in an appropriate way.

P4-2014-ECFM-August: *Proposal to ratify Decision 2014-I-1 Establish a webpage to communicate IRSA business on the web site*

N4-2014-ECFM-August

This Proposal was discussed and voted on in the forum with 9 votes in agreement and 1 vote in absence. It is now brought to the Formal Meeting for Ratification.

Proposal 2014-I-1 Establish a webpage to communicate IRSA business on the web site

2014-I-1 Establish a webpage to communicate IRSA business on the web site

It is proposed to set up a new web page on the main IRSA web site to publicise committee business.

The new page would have the important objective of making the deliberations of the IRSA Administration more transparent.

**P5-2014-ECFM-August: Proposal to amend P6- 2014-ECFM-August Class Administration --
Revised text for Decision 2014-S-3 Class Administration**

N5-2014-ECFM-August

*Read this along with P6, the next Proposal. It is suggesting a change to the section:
“Proposed Solutions” in P6.*

Amend “Proposed solution” from P6 to the following text:

It is proposed to establish a committee for each of the IRSA Designated classes which do not have an affiliated International Class Association, pursuant to Article 8.1 of the IRSA Constitution. It is proposed to offer a committee to support other internationally active classes.

- Each class committee will manage and promote its class.
- Each class committee will work with the Racing Committee to authorise its World Championships (and any other International events).
- Each class committee will work with the Technical Committee to bring its Class Rules up to date and address any technical issues such as current or lapsed interpretations.
- Where an internationally active class expresses an interest in IRSA designation, it will be invited to form a class committee of the EC.
- Each class committee will keep under constant review the possibility of their next stage of development, being their transformation into an independent International Class Association.
- Each class committee will work with other EC committees and Officers as necessary to realise class committee objects.

A class committee would be a committee of the EC like any other EC committee, pursuant to Articles 8.1 and 8.2 of the Constitution. Any EC Officer may accept responsibility for, and be the Chair of, a class committee. The class committee Chairperson and DNMs would propose class committee members for EC approval, being guided by the provisions of Regulation 2.3. A class committee could request a sub-domain within the radiosailing.org domain and have their Web site supported by relevant EC officers.

In consultation with the EC, a class committee would structure and constitute itself as it deemed appropriate, possibly identifying specific roles for class committee members such as secretary, treasurer, events officer, measurement officer, technical officer, publicity officer, and so on. Committee members with such specific roles would be granted automatic membership of that designated EC class committee.

P6-2014-ECFM-August: *Proposal to ratify Decision 2014-S-3 Class Administration*

N6-2014-ECFM-August

A new initiative is being proposed here, where the EC forms class specific committees which are chaired by EC members until the IRSA responsible classes (now and future ones) can form their own International Classes.

Proposal 2014-S-3: Class Administration

2014-S-3

Current situation

While IRSA is responsible for the M, 10R, and A, there is no IRSA Executive Committee activity which specifically administers these classes and which specifically promotes them.

Problem

Both prior to 1998, when the then-RSD called for the formation of International Class Associations, and subsequently through to the present, the M, 10R, and A classes have essentially stagnated. Their Class Rules have been haphazardly maintained, their World and Continental Championship events have been sporadic, and their International status with respect to the requirements laid down in the Regulations is in question.

On the other hand, the IOM has shown strength and growth under IOMICA.

In the interim, a number of other internationally active classes have emerged – RC Laser, Micro Magic, RG-65 – which have historically been hostile to involvement or engagement with RSD and IRSA.

Proposed solution

It is proposed to establish a committee for each of the IRSA International classes which do not have an affiliated International Class Association, pursuant to Article 8 of the IRSA Constitution and Article 4 of the Regulations. It is proposed to offer a committee to support each of the other internationally active classes.

- Each class committee will manage and promote its class.
- Each class committee will work with the Racing Committee to authorise its World Championships (and any other International events).

- Each class committee will work with the Technical Committee to bring its class rules up to date and address any technical issues such as current or lapsed interpretations.
- Where another internationally active class expresses an interest in IRSA recognition, it will be invited to form a class committee of the EC.
- Each class committee will keep under constant review the possibility of their next stage of development, being their transformation into an independent International Class Association.
- Each class committee will work with other EC committees and Officers as necessary to realise class committee objects.

A class committee would be a committee of the EC like any other EC committee. The class committee Chair would be an EC Officer. The class committee Chair and DNMs would propose class committee members for EC approval. A class committee could request a sub-domain within the radiosailing.org domain and have their Web site supported by relevant EC officers.

In consultation with the EC, a class committee would structure and constitute itself as it deemed appropriate, possibly identifying specific roles for class committee members such as secretary, treasurer, events officer, measurement officer, technical officer, publicity officer, and so on. Committee members with such specific roles would be granted automatic membership of corresponding EC committees.

Initially, EC Officers whose portfolios may be thought due for retirement may accept responsibility for class committee chairmanships, or, as may be required, class committee chairs will be co-opted to the EC.

Lester Gilbert
Chairman
23 May 2014

P7-2014-ECFM-August: Proposal for IRSA Guidelines for Representatives at IRSA Events

N7-2014-ECFM-August

In this text the proposal is to review, discuss accept the following guidelines for when the IRSA sends observers/representatives to sanctioned events. This came from the recent trip by Lester Gilbert (as IRSA representative) to the M Worlds in the Netherlands and the lessons learnt by him and Graham Bantock (who was a competitor and also is an EC member) over the week long event.

IRSA Guidelines for Event Representatives (Final Draft)

Lester Gilbert & Graham Bantock
Chairman & Technical Chairman, IRSA Executive Committee
June 2014

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

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 would be quite separate and usually 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, makes 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 is 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 would 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 would 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 would 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 would 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 would be available for any measurement queries. In any case, the class representative would observe the measurement process and take notes.
- The class representative would meet with the International Jury and the event Umpires before the event starts. In this meeting, the class representative would 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 would meet with the Race Officers and Race Committee before the event starts. In this meeting, the class representative would discuss the way the class prefers its races to be organised and managed.
- After the first day of racing, the class representative would 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 would 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 would 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 would 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 would 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 would 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 would 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 would 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 would discuss these with the Race Officials at the daily debrief.
- If any urgent matters surfaced during the event, the class representative would 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.

P8-2014-ECFM-August: *Proposal to accept IRSA Representative Report on M Worlds 2014*

N8-2014-ECFM-August

This text is a summary of the lessons learnt by Lester Gilbert in his capacity as IRSA observer/representative at the M Class World Championships in the Netherlands July, 2014.

IRSA Representative Report M Worlds 2014, Gouda (NED)

Report prepared by Lester Gilbert, Chairman, IRSA Executive Committee, July 2014.

Adopted by the IRSA Executive Committee, July 2014.

Definitions

National delegate	A person, who may or may not be a competitor, nominated by the DNM of each country entering one or more competitors, authorised to represent the interests and views of that country's competitors
Race Officer	The race official in charge of a heat or race.
Race official	A member of the race committee.

Summary

Umpire-initiated penalty calls involved two turns, while competitor-initiated penalties were one turn. The result was far fewer incidents than were expected, with almost all incidents that did occur resolved by the competitors.

The electronic fleet board was a success, helping competitors plan their activities during the day, particularly their observing duties.

The quality of the event and the number and source of competitors adequately permits the Marblehead Class to maintain its designation as an IRSA International class.

The event was in general very well-managed. There were no incidents at any time which might bring into question the quality and nature of the event as a World Championship. Nevertheless, there were a number of lessons to be learned and a number of recommendations that can be made for future events.

The overwhelming majority of competitors and national representatives voted to establish a Marblehead class committee of IRSA. There were no objections, and no votes against.

Report to IRSA as the radio sailing authority

The following specific matters were noted:

Class rules.

No amendments, suspensions, or overrides.

Measurement procedures.

The procedures properly maintained the objectives of the Class Rules.

Measurers.

All 5 measurers had a National qualification.

International Jury and Umpires.

The Jury of 6 members was composed as per Appendix N, of whom 4 had International qualifications (4x IJ, 1x IU) and one (1x NJ) had a National qualification. All six members had previous experience of radio sailing events.

Approximately 6 formal hearings were undertaken, four involving redress. Approximately 4 SYRPH procedures were formally carried out, one of which progressed to a formal hearing. A number of less formal Umpire advisory meetings were held with competitors.

Race committee.

There was one Principal Race Officer and two Race Officers. The PRO and one RO had National qualifications.

Countries.

The 69 competitors came from AUS, BEL, CRO, DEN, FRA, GBR, GER, ITA, NED, POR, SUI, SWE, and USA, representing 13 countries and 3 continents. This adequately permits the Marblehead Class to maintain its designation as an IRSA International class.

Rules.

Issues were noted as in the following sections.

There were three minor aspects of the Sailing Instructions which were approved by IRSA. One issue was the provision for a discard upon the completion of every 5th race – that is, when 5, 10, 15, and 20 races had been sailed – contrary to the provisions of HMS 2013. A second issue was the failure to make RRS G3 applicable, since there were a number of chartered boats which might have welcomed the opportunity to display the country letters of the competitor rather than the boat owner. A third issue was the failure to reinstate RRS 30.2, which could have been a useful tool for the Race Officers before resorting to the black flag DSQ of RRS 30.3, three of which were recorded in the event.

A question which can arise in radio sailing is the judgement required for RRS 30.2 or 30.3. Strictly, it requires one or two race officials afloat, either at the windward mark or at the two start marks, to correctly determine if a boat is outside or inside the specified triangle. There is a need to refine these two rules to better suit radio sailing.

Communications within the event.

Daily debrief sessions with the competitors or National delegates did not feature in the planning of

the organisers. It is recommended that National delegate names be published on the event Web site in advance of the event. At the event, these delegates should identify themselves to the organisers prior to the start of the event, and should meet as a group with the organisers as recommended below in briefing and debriefing meetings.

Other matters.

A number of competitors and National delegates asked about Naviga, and about IRSA designation for other classes such as RG-65, Dragon Force, and Footy.

Report to IRSA as the Marblehead class authority

The following specific matters were noted, and are discussed in more detail in the following sections:

Measurement.

There was no IM in charge of event measurement. The class representative was not called upon for any measurement queries.

A number of sails displayed sail numbers in contravention of Appendix E – specifically, “06” and “07” should have been simply “6” and “7”.

Several boats displayed sail numbers which were faded, in a light colour, or styled so they could not be read at more distant marks even while other sail numbers could be clearly read. It is recommended that event measurement shall use a piece of sail material carrying a solid black two-digit standard-sized sail number such as “56” which can be held next to a sail carrying a doubtful number at an appropriate distance of 100 m or similar in order to check legibility.

The measurement process seemed effective. In particular, competitors highly valued the timed appointment system for measurement, avoiding queues and impatient waiting. This is recommended for future events.

Pre-event meeting.

The IRSA representative met the International Jury and Race Officers. No particular matters were raised.

The recommendation is to mandate a pre-event briefing with National delegates, Jury, and Race Officers, whether an IRSA representative is present or not.

At the end of the first day.

While the IRSA representative and some competitor representatives asked for, and were advised there would be, a debrief, this did not take place. As a result, the second day of racing started without a thorough review of the lessons of the first day. It is recommended that a mandatory first day debrief session is inserted into the event programme.

After each further day.

End-of-racing debriefs took place on all subsequent days, or were adjourned with the agreement of all parties. It is recommended that end-of-day debrief sessions on subsequent days are inserted into the event programme.

Start of day.

The event organisers held a competitor briefing at the start of each day of the event as required by the sailing instructions. It is recommended that this mandatory start-of-day briefing is retained in future sailing instructions.

Mid-event class meeting.

The IRSA representative called a class meeting of all competitors at the end of racing on the fourth day. The main item of business was to discuss the setting up of a class committee, and the outcome is discussed below.

Competitor comments.

The IRSA representative heard from and responded to competitor and National delegate comments. In general, they were pleased with how the event was managed and how racing was conducted. Specific issues are as mentioned below.

Race management.

The innovations of (a) the electronic fleet board worked well, and (b) the four coloured windward marks worked reasonably well. These and other matters are commented upon as below. The event was in general very well-managed. Nevertheless, and inevitably, there were a number of lessons to be learned and a number of recommendations that can be made for future events.

A number of race management issues arose during the event. As discussed below, these included abandonment of heats, biased start lines, short start lines, biased leeward gates, marks sometimes placed too far away, short duration of heats, lack of sound signals, lack of correct alignment of judges to their respective start and finish lines, passivity of mark layers, indifferent communication of changes or delays to competitors, incorrect calling of individual recalls, incorrect calling of general recalls on the first day, a failure of the starting countdown, and a failure of the electronic fleet board.

Observers largely displayed reduced visual acuity and reduced willingness to hail contacts. In particular, a number of perfectly obvious mark contacts were not called. While an umpire can exonerate a boat for touching a mark if they believe the boat was compelled to do so by another boat breaking a rule, a call of exoneration was only heard twice in the event. If the lack of called contacts were due to umpires quietly advising observers, or if observers think they must consult their paired umpire before making a hail, it is recommended that instead such calls be hailed for all to know.

Intrusive umpire communications at the start of the event were dealt with within a few races. Part of the issue arose from the necessary positioning of umpires in front, rather than behind, the competitors. From time to time a mark contact was called by umpires which was not certain or beyond reasonable doubt, and some guidance for umpires is recommended. Handling of unresolved incidents took a little time to settle until the race committee and the umpires worked out an effective procedure.

Competitor behaviour.

Umpire-initiated penalty calls involved two turns, while competitor-initiated penalties were one

turn. The result was far fewer incidents than were expected, with almost all incidents that did occur resolved by the competitors.

In general, competitors did not hail acknowledgement of a rule breach or of their intention to take a penalty as required by Addendum Q. Instead, they just took their turns reasonably promptly and avoided umpire-initiated penalties from somewhat patient umpires. This was the first event for some years in which Addendum Q required competitors to acknowledge their intention to take a penalty, since previously they acknowledged BY taking a penalty, and the change to Addendum Q was only circulated one month before the event. A recommendation is to consider placing the requirement to acknowledge an intention to take a penalty into Appendix E of the Racing Rules of Sailing.

Event management.

Safety concerns in the run-up to the event seemed to be adequately addressed. The walkways were of adequate width. While some care was needed on wet and windy days, there were no incidents which resulted in anything more serious than hurt pride. The event organisers arranged a one-way system of launching and retrieving boats which worked very well. While personal flotation devices were usually worn by persons in the mark laying and recovery RIBs, the practice was not universal.

The raised control area on the pontoon was very welcome, giving good visibility, and was well railed. The control area was not wide enough for the competitors. This was addressed from time to time, but not systematically as the course was moved. Only infrequently was it wide enough, and was not always well-aligned to the course.

Seating the umpires in front of the competitors gave an advantage of visibility as well as comfort to the umpires, but at the cost of reduced communication between umpires and frequent inability of competitors to clearly hear umpire calls because such calls were projected towards the course area and not towards the competitors. Recommendations as below.

Most but not all of the race officials helpfully wore a grey polo shirt. It would have been useful for the jury members to also wear a distinctive item of clothing, perhaps a distinctive cap, hat, or vest.

End of day debriefs were not originally scheduled, recommendations are made as below. A policy of no smoking on or around the control area was implemented at the end of day one.

Facilities.

Facilities were good to excellent, though boat storage and the ability to work on boats during inclement weather was somewhat restricted. Excellent provision was made for battery charging, and a workshop area was available to competitors as required.

Wifi (paid for as part of the entry fee) for all, or at the least available to National delegates, should now be a requirement for a modern event. A World Championship needs to be reported and publicised by competitors and National delegates using social media in addition to the excellent work done by the event organisers.

Social.

The cafeteria / dining / bar area was very well managed and the quality of service and food was excellent.

The event provided an opening dinner on Sunday before the start of racing on Monday, and a prize-giving dinner at the end of racing on Friday. There was no lay day, and these arrangements were judged entirely adequate.

The prizes for the podium winners were extremely modest. Guidelines are recommended for prize levels and nominal value.

A recommended “social” event is to hold one or more “fun” races with officials who are not experienced radio sailors. In particular, judges, umpires, and race officials such as scorers, line judges, and timekeepers could find this an interesting and illuminating exercise to understand the challenges of radio sailing.

Specific matters

Fleet board.

The electronic fleet boards allowed competitors in three very widely separated locations (cafeteria, boat shed, pontoon) to be kept informed. Racing was affected on two occasions by some difficulties with finish lists and fleet board notifications. Some competitors took a little time to understand how the fleet board notified observer duties.

On balance, the electronic fleet board was a success. In particular, it helped competitors plan their activities during the day, specifically their observing duties. A recommendation is that a manual back-up system always be provided to address the risk of power or communications failure.

Distance to marks.

Initially, and from time to time during the entire event, courses were laid where sail numbers could not be read from the control area. The recommendations are (a) that every mark should have a number on it identical in size and weight of stroke to a sail number so that it can be reasonably judged whether it is too far away or not, and (b) a race official be given a specific responsibility to report on sail number visibility to the Race Officer at the end of every heat.

Mark configuration.

Mark contacts were difficult to see, and the recommendation is that all marks (including starting marks) have stripes or numbers or other markings in a contrasting colour which help to see if the mark spins.

In order to allow a mark to spin freely upon contact, and also to keep its mooring line out of the way of rounding boats, the recommendation is to tether every mark to a single line or a very closely paired line that carries a counterweight.

The colour of marks must be properly managed. One matter is red-green colour blindness that affects around 10% of the male population, and the other is the depth perception of the eye to red on the one hand and green on the other, particularly fluorescent red. The recommendation is that red marks always be avoided.

Multiple windward marks.

The event used four differently-coloured windward marks, to assist the Race Officer in announcing the relevant windward mark as close to the start of the countdown sequence as possible. This

system worked well. Some might prefer the different potential windward marks to be numbered, but a colour system has a number of advantages: it is absolutely clear which is the intended windward mark when the appropriate coloured flag is set in the control area; there is no difficulty trying to read the number of the signalled windward mark in less than perfect conditions; and the mark layer can pick up any mark and bring it round to the other side of the line of marks without disturbing any mark numerical sequence.

The system could be easily extended to have matching coloured start line marks for the pin end of the line, allowing automatic line re-biasing as and when the windward mark was changed to suit changes in wind direction.

One problem noted with the multiple windward marks at the event was that they were not always spread sufficiently. This meant that sometimes a beating boat had to avoid a mark that was an obstacle, sometimes the spreader mark was too close to give effective separation of the rounding and running boats on the one hand from the beating boats on the other, and sometimes the marks failed to establish separate four-boat-length zones. The marks need to be at least 9 boat lengths apart.

Heat and start abandonment.

What constitutes a fair course in radio sailing is somewhat different from that in full-size sailing. In particular, while an unfair start is shown by the leading boat not having to tack to lay the windward mark, after the first beat it is very unusual to have the course considered unfair even with significant changes in wind direction. The recommendation is that clear guidance be given to a radio sailing Race Officer about the circumstances in which it might be appropriate to abandon a race because of a course which might be considered to give unfair racing. Such abandonment is welcome for an unfair first beat, but very unusually otherwise.

Start line bias.

It is commonly suggested that an unbiased start line is one which is at approximately 85 degrees to the wind, that is, the pin end is slightly to windward of the committee boat end. This is an excellent starting point, but thereafter it is the behaviour of the fleet which determines whether the starting line is fairly biased. The recommendation is that if boats cluster at one or other end so as to give rise to incidents or near misses, or numerous boats are unable to gain a first-rank position on the start line, then the line bias must be adjusted until the boats are reasonably spread along the line and the risks of incidents are minimised.

Start line length.

In radio sailing, the length of the start line is crucial to fair sailing. The recommendation to Race Officers is that the line should be between 1.3 to 1.5 to 1.8 times boat length for all the boats in the largest heat of a race. It is 1.3 for light wind and wave conditions, 1.5 for medium conditions, and 1.8 or even 2.0 for heavy conditions. And if in doubt, a Race Officer should lengthen the line.

Time lost to racing.

Race Officers are acutely aware that reacting to wind shifts or changes of conditions on the course take time that may be lost to unnecessary changes to try to make racing perfect. The recommendation is that clear guidance be given to a radio sailing Race Officer about the appropriate

balance between 10 starts which give excellent racing and 20 starts which merely give a lot of time on the water. In general, competitors at all levels prefer 10 excellent races.

Chris Watts of the RYA suggests that a Race Officer should, instead of number of races, judge the quality of a race as to whether boats were evenly spread out along the start line, sailed both sides of the beat and both sides of the run, and rounded both gates.

Start and finish judging.

It should be emphasised to race officials that they shall position themselves on the start and finish lines so that they can properly judge OCS boats and finishing positions. This means that they must be able to sight a line along the windward edge of the start marks for a start, and the leeward edge of the finish marks for a finish. The start line and the finish line are not judged "in the middle of the marks". The recommendation is that the start line and finish line judge always uses, and is seen to use, a Perspex sheet with an inscribed line to assist their judgement.

Additionally, it should be emphasised to race officials that a start is signalled at the very beginning of the sound signal. The word "Go" or "Zero" takes between 100 and 200 ms to enunciate. In that time, a typical radio controlled boat has moved between 50 and 100 mm, a distance which is very easily judged in radio sailing. A race official would certainly call OCS a boat which was 100 mm in front of the start line, but only if they could be quite certain they were judging the start at the very start of the sound signal "Go" or "Zero".

Leeward gate bias.

It is commonly suggested that an unbiased leeward gate is one which is at 90 degrees to the wind. This is an excellent starting point, but thereafter it is the behaviour of the fleet which determines whether the gate is fair. The recommendation is that if almost all boats round at one or other end, then the gate bias must be adjusted until boats seem to take the port or starboard side of the gate with roughly equal probability. In radio sailing practice, this means that the port gate (looking up the course towards the finish line) is set a small distance to windward of the starboard gate.

Duration of heats.

It is expected that a heat takes between 12 and 15 minutes on average. It is expected that a seeding race is significantly longer, perhaps 20 minutes. The recommendation is that a timekeeper specifically reports heat duration to the Race Officer at the end of every heat.

Sound signals.

It should be emphasised to race officials that radio sailing is controlled using highly audible sound signals, usually an air horn. Verbal signals should only replace sound signals in cases of emergency. In particular: a change of course shall always be signalled by a single blast; a general recall by two blasts; and abandonment by three blasts.

Changes to the course.

A change to the course may sometimes be made while a heat is in progress, consistent with RRS E3.8 and RRS 34. Typically, this would be a repositioning of a mark of the leeward gate while all boats are beating towards the windward mark and none have rounded. Such a change must always be signalled, and the nature of the change must be verbally announced. It is not acceptable to make the change without such signal and announcement.

There is a temptation to take the time and trouble to adjust the course when the A heat is due to sail. Instead, course adjustments should be applied to all heats consistently, since every competitor deserves a fair race.

Highly restricted control area.

Good attention was given to making the course generally visible to competitors by having a raised control area. Inevitably, a raised control area is highly restricted, and further attention should be given to the following points.

Competitors who are constrained to view the leeward side of the start line are unable to see boats at the far end of the line, are unable to sight the start line, and are unable to make fair starts. The recommendation is that the start line should be positioned so that all competitors are able to view it from the windward side.

The control area must be wide enough, or must have steps, so that all competitors can have an unobstructed and fair view of the entire start area. In principle, up to 20 competitors must be able to line up in one or perhaps two rows. The recommendation is that the control area width is at least 75 cm for every competitor plus 4 umpires and 4 observers, suggesting a width of around 20 m in one row, or 10 m in two rows.

Competitors should line up in one or perhaps two rows which are at right angles to the start line.

Where the control area cannot accommodate one row and there is no provision for a second row on a permanent platform, the problem can be alleviated with substantially constructed movable boxes (steps) able to take the weight of skippers in a second row. A number of such box steps (4 to 6) at a height of 20 – 30 cm and 150 cm x 60 cm in size could be positioned behind the first row.

Competitors at one end of a row must be able to see the course and the course marks which are towards the other side of the row. It is common for competitors to push forward, and if the row is constrained by movable railings, they will be edged forward by enthusiastic competitors. The result is that one side or other of the course is effectively obscured to competitors at the other end of the row. The recommendations are that, if moveable, (a) the railings are bowed slightly concave at the start of every heat, so that the effect of enthusiastic competitors pushing forward is simply to straighten the row, and (b) a race officer has specific responsibility to reset the railings at the end of every heat and reset them to match any course adjustment at the start of every new heat.

Positioning of umpires.

In a restricted control area, it is generally recommended that umpires be located and paired with their observers behind (or possibly beside) the competitors, and not in front. In particular, this means that umpire and observer calls and hails are made directly towards the competitors, who then have little opportunity to claim to have failed to hear a call. It also means that umpires can more easily communicate with each other without distracting competitors.

Facilities for umpires.

If umpires would remain standing for long periods, consideration must be given to appropriate seating. A small table and chairs for use between races would be useful, with a waterproof box for documents, including protest forms.

Mark laying.

It is generally recognised that a successful event is highly dependent upon effective mark laying to adjust to changes in the wind. This generally means that the mark laying team should be on the water immediately at the end of any heat, and if not previously authorised to reset marks as may be necessary, have a dedicated race official signalling mark adjustments to them.

While mark layers and Race Officers usually give primary attention to the position of the windward mark, the top priority for radio sailing is the bias of the start line, and equal if not more attention must be given to the start line, especially in the situation of a highly constrained control area, when not only must the pin be moved but the whole line must be moved to maintain the ability of all competitors to view its windward side.

Mark contact.

In calling a contact in radio sailing (boat on boat or boat on mark), the standard of evidence required is that of “beyond reasonable doubt”. This is a stronger standard than that of “comfortable satisfaction”, and much stronger than that of “on balance of probability”. In particular, the evidence required to call a mark contact is that the mark shall be seen to clearly and visibly spin. Boats passing close to, but not in contact with a mark can easily make the mark bob vertically, and sometimes make the mark seem to corkscrew or oscillate. In neither case can a call of “contact” be safely made.

Unresolved incidents.

The pairing of observers and umpires yields some ambiguity about unresolved incidents. Observers are members of the race committee when acting as observers, but are also serving as jury members when assisting umpires. It is recommended that an observer who has an unresolved incident should discuss this with their paired umpire at the end of the heat before passing the incident on to the Race Officer for action.

Manual backups.

Failure of equipment is inevitable. It is recommended that a manual backup for the starting sequence, and for the fleet board if electronic, always be available for immediate deployment.

Structure of the race officers group in action.

In an International event, the Principal Race Officer for a heat or race keeps an overview of the entire race, and directs their team as required. Different Race Officers or race officials should judge the start and finish lines. In particular, the Principal Race Officer makes any last second decisions about abandoning the start or the first beat, notes OCS boats under RRS 30.1 or 30.3 when they may not have been called by the start line judge, notes second finishes of boats penalised or taking penalties at the finish, notes and then directs the mark layers to adjust the course, and is available to respond to questions or requests from competitors about protests or redress.

Marblehead class committee.

Of the 40 competitors who attended the evening meeting, the overwhelming majority voted to establish a Marblehead class committee of IRSA. There were no objections, and no one voted against the proposal. A working group has agreed to work with NCAs and owners in proceeding to any form of International class association. The group will keep IRSA updated with this process.

Recommendations and lessons to learn

Wifi for all

National delegates named on the event Web site in advance of the event

Timed appointment system for measurement

Piece of sail material carrying a two-digit number to check legibility at event measurement

Mandatory pre-event briefing with National delegates, Jury, and Race Officers

Mandatory start-of-day briefings retained in sailing instructions, with National delegates or all competitors, Jury Chair, and Principal Race Officer at least

Mandatory end-of-first-day debrief session with National delegates, Jury Chair, and Principal Race Officer at least

Recommended subsequent end-of-day debrief sessions with National delegates, Jury Chair, and Principal Race Officer at least

SlIs make RRS G3 applicable, reinstate RRS 30.2, refine definition of RRS 30.2 and 30.3 triangle

Position umpires alongside or behind the competitors

Mark contact to be “beyond reasonable doubt”, not “comfortable satisfaction”, and certainly not “on balance of probability”

Umpire calls of exoneration for mark or boat contact shall be hailed

Unresolved incidents progressed by an observer with informal consultation with their paired umpire before informing the Race Officer

Retain Addendum Q current provision for umpire-initiated penalty calls of two turns, competitor-initiated penalties one turn

Both race officials and umpires wear a distinctive item of clothing, cap, hat, or vest

No smoking in or around the control area

Constrained control area must be wide enough for all the competitors, aligned to the course, with all the course visible from any point

Constrained control area which cannot accommodate one row shall have substantially constructed movable boxes able to take the weight of skippers in a second row

“Social” “fun” races with officials, judges, and umpires

Manual back-up systems for countdown sequence and electronic fleet board (if any)

Every mark has a sail number-sized number or letter

All marks (including starting marks) have stripes or similar in a contrasting colour

Red marks avoided

Every mark tethered so it is able to spin

Every mark mooring line counterweighted to be as vertical as possible

Multiple windward marks to be at least 9 boat lengths apart so that there is a gap between the 4 boat length zone of each mark

Heat abandonment for an unfair first beat, but very unusually otherwise

Start line bias must be actively adjusted so boats are reasonably spread along the start line

Leeward gate (if any) bias must be actively adjusted so boats roughly equally choose the port or starboard side

Start line length is 1.3 for light wind and wave conditions, 1.5 for medium, and 1.8 or even 2.0 for heavy. If in doubt, lengthen the line

Start line and finish line judges uses a Perspex sheet with an inscribed line or similar

Heats take between 12 and 15 minutes on average, seeding races significantly longer, perhaps 20 minutes

Change of course always signalled by one blast; a general recall two blasts; abandonment three blasts

Course adjustments should be applied to all fleets as needed, not just the A fleet

Mark layers on the water at the end of every heat, awaiting instructions if necessary but preferably proactively initiating course adjustments as needed

Equal if not more attention given to the start line as to the windward mark, especially with a constrained control area

Race Officer maintains an overview of the entire race, directing their team as required, not undertaking executive duties, and being promptly available for competitor questions or requests

A race official to have specific responsibility for sail number visibility at marks

A race official to have specific responsibility for timing heat durations

A race official to have specific responsibility for signalling and agreeing mark adjustments to mark layers

If a constrained control area, a race official to have specific responsibility for resetting the railings concave at the end of a heat, and realigning to match course changes at the start of a heat

Issues to note for future action and debate

Blind and mute observers; by which we mean the tendency of otherwise eagle-eyed and vociferous competitors to fail to respond to racing incidents as required by RRS E5.1(b) and (c).

IM in charge of event measurement

Naviga rapprochement

IRSA designation for RG-65, Dragon Force, and Footy classes

Competitor acknowledgement of rule breach and of intention to take a penalty

Place into Appendix E the requirement to acknowledge an intention to take a penalty

Prize guidelines: Value of 1st prize approx. 50%-75% of entry fee, 2nd 30%-45%, and 3rd 20%-30%.

Highly constrained control areas.

Gordon Davies: Preference for control areas which are NOT highly constrained. Preference would be for a control area about 40 m long, which allows competitors to move but keeps them within hearing distance of each other.

Ability to participate.

Brad Gibson: One very real problem facing radio sailing and IRSA is the significant cost of travelling. The M, 10R, and A class much more so than the IOM, but nonetheless, the struggle to get equipment abroad significantly hinders entries and the prospect of realistic International class growth. All carriers have a list of items under sporting equipment, yet ours and general sailing items never seem to be covered. How can IRSA change this? Could we look to enlist a preferred carrier or airline as an official sponsor to radio yachting?

Gordon Davies: Boats and rigs could be sent via a professional delivery service. The class could approach one of the specialist boat transport companies.