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National Officiating Program

Australian Sailing Judge Accreditation

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Australian Sailing Judge Accreditation Policy

1 Executive Summary

The purpose of this policy is to detail the accreditation requirements for Judges in each of the three levels within the National Officiating Program (NOP).

1.1 Accreditation levels

Full definitions detailing the required knowledge, skills and judgement for each level can be found in Appendix A.

Qualification level	Skills required
Protest Committee Member	Members who are able to take part in a club level protest.
Regional Judge	Members with the ability to chair protest hearings at club events. Regional Judges will also be expected to participate in judging events at other clubs, including arbitration.
National Judge	Experienced Members who can provide a full judging service at any club or championship event and be a Int Jury member at International events.

1.2 Accreditation Fundamentals

- 1.2.1 The NOP is managed by Australian Sailing, who ensure that all requirements to be a Judge are properly documented and administered.
- 1.2.2 Australian Sailing will only accredit or reaccredit an applicant upon agreement to abide by the Australian Sailing Member Protection Policy and Officials Code of Conduct.
- 1.2.3 Acceptance of accreditation, reaccreditation and Recognition of Prior Learning applications is at the absolute discretion of Australian Sailing.
- 1.2.4 Australian Sailing shall only consider the following when processing an application:
 - a) Whether the candidate meets the accreditation requirements in clause 2.1, 2.2 or 2.3.
 - i. Any qualification recommendations in Appendix A such as first aid certificates, WWC checks, radio or powerboat licenses remain the responsibility of an organising authority to check prior to appointment.
 - b) Course, examination, or performance assessment documents obtained within the four-year period prior to applying for accreditation or reaccreditation.
 - c) In the event of uncertainty when processing the application, Australian Sailing shall refer to an independent qualified panel composed of an Australian Sailing representative and two Australian Sailing qualified National or International Judges.
- 1.2.5 Australian Sailing will communicate in line with the Officials Feedback policy by:
 - a) Communicating any updates to its Officials policies.
 - b) Communicating any ongoing information required for the maintenance of a successful accreditation application.
 - c) Communicate all reasoning with applicants that have been denied accreditation.

1.3 Term of Qualification

- 1.3.1 The qualification begins on the date when all prerequisites are met and Australian Sailing marks the member as complete in the national database.
- 1.3.2 All Judge qualifications expire four years from the date of attainment.

1.4 Standard Prerequisites for all Judge Qualifications

- 1.4.1 Possess an AS Number and a current membership of an Australian Sailing affiliated club.
- 1.4.2 Members must register for an Australian Sailing Officials course and declare that they will adhere to the Code of Conduct for Race Officials.
- 1.4.3 Members shall be proficient in the English language.
- 1.4.4 Members shall meet the accreditation requirements for the desired qualification.
- 1.4.5 Members shall follow World Sailing policies when acting as a Judge.

2 Accreditation Requirements

2.1 Accreditation

To become accredited as a Judge the following prerequisites must be met:

- 2.1.1 Protest Committee Member
 - a) Complete the Protest Committee Member online learning course.
- 2.1.2 Regional Judge
 - a) Complete the Regional Judge -Theory Training course.
 - b) Pass the Regional Judge exam with a mark above 80%.
 - c) Satisfy all the Regional Judge practical assessment requirements.
 - d) Submit a complete online application form to Australian Sailing.
- 2.1.3 National Judge
 - a) Complete the National Judge -Theory Training course.
 - b) Pass the National Judge exam with a mark above 80%.
 - c) Satisfactorily complete the National Judge practical assessment.
 - d) Submit a complete online application form to Australian Sailing.
- 2.1.4 Accredited Officials shall complete any educational updates required by Australian Sailing to maintain their accreditation.

2.2 Reaccreditation

To be reaccredited the following prerequisites must be met:

- 2.2.1 Protest Committee Member:
 - a) Complete the Australian Sailing Racing Rules Update course every four years, or when a new Racing Rules is released.
- 2.2.2 Regional or National Judge:
 - a) Satisfy all Judge practical assessment requirements within their accreditation period.
 - b) Pass the relevant exam with a pass mark of 80% or more in the last year of their accreditation period.
- 2.2.3 All Judge qualifications expire four years from the date of attainment.
- 2.2.4 An Official's qualification will be extended four years from the date of a successful application form received by Australian Sailing.

2.3 Recognition of Prior Learning (RPL)

- 2.3.1 All RPL applications will be processed by Australian Sailing.
- 2.3.2 To ensure fair assessment of the application, Australian Sailing shall refer to a qualified independent panel composed of at least one Australian Sailing representative and two Australian Sailing qualified National or International Judges.
- 2.3.3 Candidates may apply to AS for RPL if they can demonstrate they possess all required competencies for accreditation via supplying evidence such as:
 - Resume of experience.
 - Reports from other Australian Sailing accredited officials.

- Evidence of home/self-directed study that may include a list of recent readings, synopsis of seminars attended, reports of own research/analysis undertaken.
- Relevant work examples e.g. training programs, videos of officiating skills.
- Qualifications achieved from other courses, school or tertiary results or another MNA.
- Statements outlining courses and/or study that have been undertaken and the learning outcomes/competencies achieved from these.

2.3.4 All applications for RPL are to be emailed to officials@sailing.org.au ensuring that the required documents are attached:

- a) A letter denoting the justification for being accepted as an RPL application.
- b) Relevant evidence to support the RPL application.

3. Practical Assessment

All Regional and National Judges must complete one successful practical assessment to accredit or reaccredit prior to their qualification expiry.

Applicants may use multiple hearings and events to satisfy all requirements of a performance assessment. A series of incomplete forms may be compiled and submitted to Australian Sailing to show the sum of assessment requirements has been met.

An individual performance assessment form will only be marked by a single assessor (Multiple assessors per form will not be accepted). A new form will be marked at each new event assessed.

If an applicant does not meet the requirements of a performance assessment, constructive feedback and an action plan will be provided by the assessor.

It may be difficult for an assessor to observe all the assessment requirements at a series of hearings or events. There is flexibility in the performance assessment whereby the assessor may discuss some of the requirements using key questions provided in the Performance Assessment Supplement.

Practical assessments will be conducted at racing events – it is recommended that the desired level of qualification being assessed should reflect the quality of the event chosen. An applicant submitting a National Practical Assessment Form for initial accreditation shall have logged a minimum of two National Championship (or equivalent events) as a Chair or Protest Committee Member for accreditation.

The practical assessment form is required to be submitted to Australian Sailing through an online application form. The practical assessment forms and supplement can be found here [{LINK}](#)

Practical assessments can only be completed by the following Judges:

Level of Qualification Being Assessed	Judge level required for assessing
Regional Judge	<ol style="list-style-type: none"> i. Any current International Judge. ii. Any current National Judge level Judge. iii. Any current Regional Judge who has held their qualification for four or more years'.

National Judge	<ul style="list-style-type: none"> i. Any current International Judge. ii. Any current National Judge who has held their qualification for four or more years'.
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Qualified Officials for each discipline can be found on the Australian Sailing website – Officials Finder: <https://www.sailing.org.au/accreditation-finder/>

Australian Sailing should be contacted via the officials@sailing.org.au if a Race Official's capability to accredit, reaccredit or find an assessor fall outside of the normal circumstances.

4 Examination

- 4.1 Applicants for Regional or National Judge will have passed the relevant Judge examination within the last four years.
- 4.2 Candidates who fail the examination may take a new examination, but not within three months of the first.
- 4.3 Candidates who fail the examination more than once will be encouraged to seek mentoring and must attend a further seminar before resitting another examination.

5 Termination of Qualification

- 5.1 Australian Sailing may terminate any qualification following:
 - a) An investigation of a complaint alleging poor performance or misconduct of an official, as per the Australian Sailing Member Protection Policy, or
 - b) The failure of an official to meet any requirements, as per clause 2 of this policy or the Officials Feedback Policy.
- 5.2 Australian Sailing may terminate any qualification following failure to meet any mandatory re-training requirements.

6 Officials Complaints and Appeals

- 6.1 Any person may make an informal or formal complaint relating to:
 - a) A person's performance or behaviour whilst acting in an Official capacity.
 - b) Accreditation process, exam, training and assessment materials or results.
- 6.2.1 A member may appeal against a decision that affects their:
 - a) Initial accreditation.
 - b) Reaccreditation.
 - c) Termination of a qualification.
- 6.2.2 All complaints and appeals relating to accreditation and training shall be made in writing to Australian Sailing (emailed to officials@sailing.org.au), whose decision shall be final.
- 6.2.3 When handling an accreditation appeal, Australian Sailing shall refer to an independent and qualified panel composed of at least two Australian Sailing qualified National or International Judges.
- 6.3.4 Officials complaints and appeals relating to disciplinary issues such as poor performance or misconduct shall be made in writing to Australian Sailing. These complaints will be submitted in writing in accordance with the Australian Sailing Officials Feedback Policy; Section 5 - Performance Regulation.
In accordance with Australian Sailing rules you or the respondent(s) may also appeal a decision made at a tribunal hearing. The grounds and process for disciplinary appeals are set out in the Australian Sailing Member Protection Policy; Attachment D4.

6.3.5 Australian Sailing will endeavour to process all complaints on a confidential basis and within fourteen days of being received. All processing to follow will be completed in a timely manner. Australian Sailing shall respond to any complainant, respondent, or appellant in a timely manner, informing them of any processes or outcomes in writing.

7 Officials Failing to Meet Re-accreditation Requirements

7.1 Should an official fail to meet all requirements for reaccreditation they may:

- a) Register to be reaccredited at a lower level to which they meet the accreditation criteria.
- b) Register for reaccreditation within the twelve-month period following the accreditation expiry date. Registrations received by Australian Sailing after this period will be treated as a registration for initial appointment and all criteria must be met.

7.2 International Judges who do not renew their accreditation with World Sailing will be automatically offered Ex-Officio Status. Australian Sailing will accredit these Officials as a National Judge for a period of four years after which they shall reaccredit in accordance with this policy.

8 Judge Course Presenter

8.1 Official's face to face courses will be conducted with a lead and assistant presenter where possible.

8.2 Both presenters will be suitably qualified and Australian Sailing approved to present. Contact your Club Services Officer (<https://www.sailing.org.au/about/ourstaff/>) to request an approved presenter.

8.3 The following table details the qualifications an official shall have in order to be a course presenter.

Level of Seminar Being Presented	Level of Presenter
Regional Judge	<ol style="list-style-type: none">i. International Judge.ii. National Judge.
National Judge	<ol style="list-style-type: none">i. International Judge.ii. National Judge with four or more years' experience.

9 Code of Conduct for Race Officials

['click here to access'](#)

10 Race Officials Course Finder

['click here to access'](#)

11 Judge Practical Assessment Form

['click here to access'](#)

12 Judge Online Application Form

['click here to access'](#)

13 Reaccreditation Registration

Practical Assessment forms for reaccreditation can be registered via the following:

['click here to access'](#)

Appendix A
NOP Levels by discipline - Judges

Role	Knowledge	Skills	Judgement
<u>MANDATORY</u>			
Protest Committee Member.	Have a good working knowledge of: <ul style="list-style-type: none"> ▪ RRS Part 1, 2, 3 & 4. ▪ The difference between a fact and a conclusion. ▪ Protest committee procedures. Awareness of: <ul style="list-style-type: none"> ▪ Arbitration. ▪ Conflict of interest issues in conducting protest hearings (RRS 63.4). 	Able to competently: <ul style="list-style-type: none"> ▪ Ask appropriate questions to get relevant facts. ▪ Identify & sequentially record the key facts. ▪ Identify the rules that have been broken. ▪ Take part in meaningful discussions in the jury room and communicate succinctly. ▪ Accept majority decisions. ▪ Explain the outcome of the hearing to the parties. ▪ Form a procedure to deliver a verbal hearing (arbitration). 	Able to: <ul style="list-style-type: none"> ▪ Use experience to focus on what is the most likely thing to have happened. ▪ Make decisions formed from the facts found and establishes what is the most likely thing that happened. ▪ Communicate in a clearly, concise manner. ▪ Chooses suitable time & location for verbal hearing (arbitration).
<u>RECOMMENDATIONS</u>			
	Have a knowledge of: <ul style="list-style-type: none"> ▪ RRS Part 5 & Appendix M. ▪ Working with Children Check (WCC) if working at youth events. 		

Role	Knowledge	Skills	Judgement
<u>MANDATORY</u>			
Regional Judge	Have an thorough knowledge of: The requirements of the protest committee qualification together with: <ul style="list-style-type: none"> ▪ The RRS and their application (Appendix M). ▪ World Sailing Cases. ▪ Knows to place the protest outcome on the noticeboard either by way of a summary sheet or a fully written up protest. 	Able to competently: <ul style="list-style-type: none"> ▪ Identify all the rules that have been broken. ▪ Comment on and recommend changes to the NoR or SIs and ensure they comply with the requirements in the rules (Appendix J, K, L). ▪ Able to form a procedure, organise and chair a valid protest hearing. ▪ Verbally explain the nature and reason for a decision. ▪ Find and link cases to the situation and apply them correctly. ▪ Identify situations where exoneration applies. ▪ Communicate with the scorer and prepare a scoring change form. ▪ Carry out an arbitration hearing. 	Able to: <ul style="list-style-type: none"> ▪ Identify when redress is or is not appropriate.
<u>RECOMMENDATIONS</u>			
	Have a knowledge of: <ul style="list-style-type: none"> ▪ RRS Part 5-A, B, C, D. ▪ Rule 42 and Appendix P. ▪ The protocols for on-water judging. Have a knowledge of a club's requirements for: <ul style="list-style-type: none"> ▪ Power boat usage. ▪ Radio procedures. ▪ WWC checks at youth events. 	Able to competently: <ul style="list-style-type: none"> ▪ Operate a power boat per statutory and club procedures. ▪ Operate a VHF radio per statutory and club procedures. ▪ Be an on-water observer. 	Able to: <ul style="list-style-type: none"> ▪ Observe and judge rule 42.

Role	Knowledge	Skills	Judgement
<u>MANDATORY</u>			
National Judge	<p>Have a thorough working knowledge of: The requirements of a Regional Judge together with:</p> <ul style="list-style-type: none"> ▪ All RRS and their application, particularly: <ul style="list-style-type: none"> ○ Addendum A – Policy on the Denial of the Right of Appeal. ○ Appendix N - International Juries. ▪ World Sailing Race Management Manual: <ul style="list-style-type: none"> ○ Section 4 – Race Officials and Junior Sailors. ○ Section 5 –Handling Misconduct. ○ Section F5 – Judging – The Protest Committee. ○ Section I – Race Documents. ○ Section P2.6 – Protests from the Race Committee. ○ Section P3 – Evaluation of Performance. 	<p>Able to competently:</p> <ul style="list-style-type: none"> ▪ Advise (sensitively), the OA and/or RC on issues. ▪ Form a procedure to enable all forms of a hearing. ▪ Lead a complex hearing (more than 2 parties). ▪ Enable the identification of all rules involved in the case. ▪ Contribute to appeals. 	<p>Able to:</p> <ul style="list-style-type: none"> ▪ Inform an MNA of a misconduct hearing. ▪ Award a penalty for misconduct incident in line with the guidance. ▪ Choose suitable location, equipment, notice boards, IT, and personnel for hearings.
<u>RECOMMENDATIONS</u>			
	<p>Have a knowledge of a club's requirements for:</p> <ul style="list-style-type: none"> ▪ Part 5, Section D – Appeals. ▪ Rule 42. ▪ Appendix R – Procedures for Appeals and Requests. ▪ Power boat usage. ▪ First Aid management. ▪ Radio procedures. ▪ Risk management procedures. ▪ WWC checks at youth events. 	<p>Able to competently:</p> <ul style="list-style-type: none"> ▪ Operate a power boat per statutory and club procedures. ▪ Pass a Safety Boat Operator Course. ▪ Handle a boat to rescue competitors and their equipment. ▪ Position a judge's boat to make valid decisions relating to RRS Part 2, Rule 32 and Rule 42. ▪ Enforce and explain Appendix P correctly. ▪ Provide First Aid. ▪ Operate a VHF radio per statutory and club procedures. ▪ Act as a judge mentor. 	<p>Able to:</p> <ul style="list-style-type: none"> ▪ Observe and judge rule 42.

