

Guidelines for Completing the Sail Canada (SC) National Race Officer (NRO) Assessment Form
effective 28 February 2022



- Thank you for agreeing to assess a candidate for National Race Officer.
- You must have been a certified National Race Officer (SC certified NROs who become IROs remain SC certified) at the time of the event for which the reference is being provided. A certified National Judge or Umpire can be an assessor with the prior permission of the Race Management Sub-Committee (RMSC), providing that the assessor role is the only role they have at the assessment event.
- You will evaluate the candidate at an event in which they serve as a Course Race Officer.
- Your scope encompasses all the published criteria for National Race Officer, including, but not limited to those noted below.
- Your role is advisory: the RMSC is responsible for all certification decisions. We ask you to be specific on criteria in each category in the assessment form, and to provide an overall assessment at the end of the form.
- You must have agreed to assess the candidate prior the assessment event.
- You must observe the applicant working on the water and on the shore during the assessment event.
- You must be present on the signal vessel for the duration of the assessment event.
- If you have a close personal or family relationship or financial association with the applicant, or any other reason that could be perceived as a conflict of interest, you must decline to provide a reference for the applicant. See the definition of *Conflict of Interest* in the Racing Rules of Sailing. Consult with the RMSC chair if you are not certain if a conflict of interest exists.
- You agree to being contacted by the RMSC chair on matters related to this assessment.
- You must submit your assessment within two weeks of the end of the assessment event (exceptions to this time limit may be granted in advance by the RMSC).
- The RMSC aims to respect your privacy: it will not release the content of your assessment directly to the candidate without your prior permission, but may refer to issues you raise in its communications with the candidate.
- You are primarily an assessor of the candidate's current performance. Your contributions as a mentor are most welcome, but should occur after you have completed your assessment.
- Email your completed assessment to official@sailing.ca.

For each section of the form, mark either "NRO Standard", "Not NRO standard" or "Don't know".

NRO Standard	You have evidence and evaluate that the race officer meets ALL of the individual criteria listed in a category, with minor deficiencies only. It does not need to be expanded in the form. However, presenting any particular strengths and areas of needed improvement will be appreciated by the RMSC.
Not NRO standard	You have evidence and evaluate that the race officer does not meet some of the criteria listed in a category. Marking this means that, in your opinion, the race officer does not meet the qualifications expected from a National Race Officer. You should identify criteria not met and provide written comments on any deficiencies.
Don't Know	You have insufficient evidence to present a considerable judgement. Please describe why your evidence is insufficient.

Criteria to be considered for each section:

1. Rules knowledge and application	<ol style="list-style-type: none"> 1. Demonstrates proper rules knowledge, Definitions and Part 3 in particular, and proper rule application. 2. Adheres to World Sailing (WS) guidelines and cases as appropriate for the event. 3. Follows WS standards for sailing instructions. 4. Properly adapts wind limits and RRS 42 on/off for specific classes.
2. Racing area management	<ol style="list-style-type: none"> 1. Follows proper race committee procedures. 2. Sets the course and its format properly. 3. Adheres to the schedule of races. Minimizes delays. 4. Manages the course consistently during the regatta. 5. Follows Sail Canada / World Sailing standard procedures for managing a race course. 6. Knows and practices safety, security and rescue procedures for all participants, e.g., competitors, officials,... 7. Is competent with race management technology, including GPS, anemometers, compasses, rangefinders, target time charts,...

3. Adapting to conditions	<ol style="list-style-type: none"> 1. Pays attention to and acts appropriately on weather forecasts. 2. Observes wind shifts and strength during the race, and reacts appropriately. 3. Understands and accommodates for local factors influencing the race. 4. Compensates starting line and course for currents and tides. 5. Sets adequate courses (length and format) for prevailing conditions and class characteristics.
4. Leadership	<ol style="list-style-type: none"> 1. Sees the "big picture" in a race and the entire event. 2. Listens well to race committee member's opinions and views. 3. Maintains adequate communication and productive relations with race committee members. 4. Recognizes bias in the race committee team and facilitates fair resolution of bias situations. 5. Accepts and acts on (if appropriate) feedback from participants. 6. Coaches effectively. Helps team members be successful in their roles. 7. Properly delegates duties as needed. 8. Conducts the team with authority but respecting all members. 9. Gives orders in a clear manner and adequate voice. 10. Maintains effective, collegial and appropriate relations with all officials, e.g., organizing authority, jury,... 11. Works effectively with the organizing committee before, during and after the event. 12. Is punctual in all tasks.
5. Communication	<ol style="list-style-type: none"> 1. Communicates clearly, using standard race management terminology. 2. Communicates clearly with competitors and organizers. 3. Communicates decisions succinctly and the reasons for them. 4. Uses proper VHF protocols and skills.
6. Temperament and Behaviour	<ol style="list-style-type: none"> 1. Complies with SC and WS codes of conduct. 2. Copes with stress, making correct and consistent decisions. 3. Maintains appropriate relations with all stakeholders, e.g., organizers, judges, competitors, coaches and media,... 4. Is cordial and polite, but keeps appropriate distances from competitors, coaches and team leaders. 5. Adheres to appropriate dress code at all times (on the water, in the office and socially after work). 6. Not be under the influence of drugs or alcohol while acting in an official capacity.
7. Physical Fitness	<ol style="list-style-type: none"> 1. Is able to spend long days on the water even in small boats and challenging weather conditions. 2. Mobility is adequate for all tasks in moderate conditions, with appropriate accommodation for any disability. 3. Is able to lead, participate and contribute in meetings after long days on the water.