

Additional Policy Information for US Sailing Race Officer Certification programs

Additional References and Program Modifications

The Area Race Officers or the Race Management Committee may, at their sole discretion, seek additional references and utilize information from those references and other sources when making recommendations and decisions regarding certification. Certification criteria and procedures may be revised from time to time by the Race Management Committee.

Testing and Retesting Policies

US Sailing will make every effort to offer reasonable accommodations to members who wish to take Race Administration courses and tests. It is our intention that these policies will provide the greatest possible opportunity for people to achieve Race Officer Certification by offering additional time and opportunities for candidates to acquire the key concepts.

Most objective testing for seminars is now administered online. [View more information about testing policies.](#)

Reviews of Certification Decisions

Anyone who feels that he or she has been improperly denied certification may request a review of that decision. Such requests must be in writing and submitted, with any supporting material, within 30 days of receipt of the letter denying certification. They must be sent to US Sailing, Attention: Race Administration Director. The full Race Management Committee will review the request and make a final decision no later than its next regular quarterly meeting, unless extenuating circumstances warrant a delay.

Personal Conduct of Race Officers

The personal conduct of Race Officers must be above reproach at all times. Race Officers must be mature and temperate, moderate in their use of alcohol, careful of medications, and in full control of their faculties. Inappropriate conduct by a US Sailing Race Officer may be the subject of investigation and possible disciplinary measures by the US Sailing Race Management Committee.

Schedule of ARO and RMC Meetings

The Area Race Officers Working Group and Race Management Committee meet quarterly to consider applications for Regional Race Officer and National Race Officer certifications and renewals:

Meeting	Application due	AROWG meeting	RMC meeting
Spring	February 1	Second Tuesday in March	Third Tuesday in March
Summer	May 1	Second Tuesday in June	Third Tuesday in June
Fall	August 1	Second Tuesday in September	Third Tuesday in September
Winter	November 1	Second Tuesday in December	Third Tuesday in December

Seminar Instructors **[This section pending revision by ROT&C Committee]**

In order to be approved as a primary instructor for US Sailing race management seminars, you must demonstrate your teaching ability and your willingness to serve. Instructors serve as volunteers, and are not paid for their services. Instructors are generally required to be certified as Regional or National Race Officers.

People who wish to be considered as primary instructors are required to submit a resume of their teaching experience (not limited to race management teaching) to the chairman of the Race Officer Training and Certification subcommittee, and to participate as an instructor at a relevant US Sailing Race Management Seminar at which the primary instructor is a member of the ROT&C subcommittee.

Approved primary instructors who are inactive for two years must re-qualify in order to stay on the approved list.

The host organization for each seminar selects the instructor(s).

World Sailing (WS) Race Officer Program

People who have been National Race Officers for at least two years and have significant international experience may apply to become certified as International Race Officers by World Sailing (WS). Such applications require the endorsement of the US Sailing Board of Directors. Please visit the [World Sailing Race Officials](#) page for more information on becoming an international race official.

(rev. April 2016)