

# Club Race Officer Certification Requirements

A Club Race Officer is expected to be able to properly run any race normally conducted at his or her local sailing organization, including organizing the race committee, writing sailing instructions and scoring the event.

In order to qualify as a Club Race Officer, a person must:

- ☐ be an individual or family member of US Sailing
- ☐ be at least 18 years old
- ☐ be recognized as having outstanding personal character
- ☐ have experience as a racing sailor (no time limit)
- ☐ own a copy of the current version of *Join the Race Committee Team*
- ☐ own a copy of the current version of the *Race Management Handbook*
- ☐ have attended a complete, approved One Day or Advanced Race Management Seminar (for initial or renewal certification) or approved continuing education events (for renewal certification)
- ☐ have passed the basic race management test (at 80% or higher), or the advanced race management test (at 75% or higher);
- ☐ maintain an up-to-date record of his or her race management activities in [SOARS](#)
- ☐ have served at least twice in each race committee job, including scorer
- ☐ have been the principal race officer for at least four separate events in the USA (events run under separate sailing instructions)
- ☐ have the experience necessary to properly run races for the types of boats, competitors, racing formats and events run at his or her local sailing organization
- ☐ be endorsed by a flag officer or equivalent of his or her local sailing organization, which must be affiliated with US Sailing
- ☐ be approved by his or her Area Race Officer

All of the experience (except the racing) must be during the four years ending at the time the complete application is received by the Area Race Officer. The minimum experience requirements must be met at events in the USA. In addition, it is recommended, but not required, that applicants be qualified in first aid, CPR and small boat handling.

The certified Club Race Officer program is administered within each US Sailing geographic Area by the [Area Race Officer](#). The Area Race Officer may certify an applicant as a Club Race Officer whenever all of the material necessary for certification has been received.

**SOARS:** Applicants for certification and all certified race officers are required to record their race management activities in [SOARS](#), the US Sailing on-line reporting system. If you need assistance using [SOARS](#), please visit [How to Use SOARS](#) or contact your [Area Race Officer](#).

**Renewal:** In order to renew his or her current certification, a race officer must submit an application for renewal and must continue to meet all of the other program requirements, including attending required [continuing education events](#) and passing the appropriate test.

**Lapsed certifications:** A certified Club Race Officer whose certification has lapsed due to non-payment of US Sailing dues may be reinstated for the balance of his or her current term by the Area Race Officer if his or her dues are paid within 60 days of his membership lapsing. Thereafter, all of the requirements for initial certification must be met.

**Expiring certification:** Certifications expire on December 31 of the fourth year of the race officer's term. Your Area Race Officer must receive your complete application no later than November 1 of the year in which your certification expires. A race officer whose certification is allowed to lapse is not covered under US Sailing's liability insurance until his or her certification is reinstated.

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