

National Race Officer Certification Requirements

A National Race Officer is expected to be able to go anywhere in the country and serve as the principal race officer or race management consultant with any race committee to properly run any race or regatta, including national championship events. This includes organizing the event and the race committee, writing correct notices of race and sailing instructions, and doing the scoring.

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

- ❑ be an individual or family member of US Sailing
- ❑ be at least 21 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*
- ❑ own a copy of the current *Appeals and ISAF Cases* (one book)
- ❑ have experience in all race committee jobs, including scoring
- ❑ be recommended by both:
 1. a competitor¹ in an event at which he or she was the principal race officer (required for renewal certification only if requested), and
 2. a US Sailing National Race Officer, National Judge or World Sailing (WS) Race Official¹ who has observed his or her work as a principal race officer (required for recertification only if requested)
 3. the above recommendations may not be provided by a member of the local sailing organization that is endorsing him or her
- ❑ be endorsed by a flag officer¹ or equivalent of his or her local sailing organization, which must be affiliated with US Sailing
- ❑ met one of the following requirements:
 1. have completed or been the primary instructor at an approved US Sailing Advanced Race Management Seminar, or
 2. have accumulated a sufficient number of Continuing Education Units (CEUs), as described in [Continuing Education Guidelines for RRO and NRO Re-certification](#)
- ❑ have successfully passed the US Sailing Advanced Race Management objective test at the National level (90% or higher) (not required for people who have been the primary instructor at a US Sailing Advanced Race Management Seminar)

- ❑ have successfully passed the National Race Officer Problem Solving Test (PST)
- ❑ for initial NRO certification, be evaluated in detail and recommended without qualification by a US Sailing National Race Officer who has observed his or her work on the water as a principal race officer throughout a regatta;
- ❑ have taught at least two race management seminars (not necessarily US Sailing approved)
- ❑ maintain an up-to-date record of his or her race management activities in [SOARS](#)
- ❑ have been the principal race officer or race management consultant² at least five times in the USA, including at least one national or higher level event (a national event is a major regatta that determines a national or higher level championship)
- ❑ have been the principal race officer at two or more distinct venues (other than the area in which he or she customarily works), including one where current is a factor
- ❑ have had race committee experience (not necessarily as PRO) at a match or team racing event
- ❑ have the breadth of experience necessary to properly run races for the types of boats, competitors, racing formats and events run anywhere in the country
- ❑ be recommended without qualification by his or her Area Race Officer.

¹ Neither an Area Race Officer nor a member of the US Sailing Race Management Committee may serve as this reference.

² In order to use an event at which the applicant was the race management consultant as one of his or her major events, he or she must attach a letter of appointment for that role from the organizing authority for the event and a brief statement describing his or her responsibilities and identifying the PRO. A maximum of two of the required major events can be ones at which he or she was the race management consultant.

Experience: All of the experience (except the racing) must be during the four years ending at the time the complete application package is received by US Sailing. 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.

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](#).

Deadlines: The Area Race Officer Working Group (AROWG) and the Race Management Committee (RMC) consider applications for Regional Race Officer certification and renewal in March, June, September and December. Only complete application packages will be considered. Applicants should be sure that all supporting material, including references, is submitted at least six weeks before the meeting at which the application will be considered in order to allow the committees adequate time to consider each application.

Renewal: In order to renew his or her certification while certified, a National Race Officer must submit an application and continue to meet the other program requirements, including fulfilling the Continuing Educational requirements and passing the appropriate tests. Applicants for renewal are not required to submit references unless requested to do so by their Area Race Officer. An applicant for renewal may substitute for the NRO PST a detailed on-the-water evaluation and recommendation by a US Sailing National Race Officer who has observed his or her work as a principal race officer throughout a regatta. However, once an applicant for renewal has either taken a PST or arranged for an NRO evaluation, he or she cannot change to the other requirement.

Lapsed certifications: A 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 the dues are paid within 60 days of his or her membership lapsing. Thereafter, all of the requirements for initial certification must be met. 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.

Expired certification: To avoid a gap in certification and insurance, US Sailing must receive a race officer's complete application for renewal no later than November 1st of the year in which his or her certification expires. If the November deadline is missed, the application will be treated as a renewal if the application is received by May 1st of the year after the certification expires. The application will be considered by the AROWG and RMC at their next meetings. However, there

will be a gap in the race officer's certification and insurance starting January 1st and lasting until the application is approved. If the May 1st deadline is missed, applicants may be required to meet all of the requirements for initial certification at the discretion of the Race Management Committee.

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