

## **Area Race Officer Working Group**

### **Roles and Responsibilities of Area Race Officers**

#### **Selection of Area Race Officers**

- The Chairman of the Race Management Committee (RMC) appoints Area Race Officers (AROs) with the approval of the US Sailing Board of Directors after seeking comments and suggestions from the appropriate Area Representative (see [US Sailing Regulation 6](#)).
- AROs should be Regional Race Officers (RROs) or National Race officers (NROs).
- AROs may be appointed for no more than two consecutive three-year terms. A new ARO may also complete the unexpired term of the previous ARO in addition to his or her own terms.
- The Chairman of the RMC appoints the Chairman of the Area Race Officers Working Group (AROWG).
- The Chairman of the AROWG may appoint a Secretary at his or her discretion.

#### **AROWG Chairman Duties**

- Chair quarterly ARO web conference meetings.
- Review applications for Regional and National Race Officer certification to be considered at the next meeting.
- Solicit items to be discussed at meetings from the Chairman and other members of the RMC.
- Generate an agenda for the meeting.
- Select a secretary as required.
- Represent the AROWG at Race Management Committee meetings and present candidates for race officer certification.
- Field queries from members about certification as needed.
- Consult with the Race Administration Director (RAD) on these and any other matters that concern the AROWG.

#### **AROWG Secretary Duties**

Take notes at the AROWG meetings and distribute minutes as requested by the Chair.

#### **Attend US Sailing Meetings:**

- Each ARO is expected to attend quarterly web conference meetings to discuss race officer applications and other business of the committee. If the ARO is unable to attend a meeting, he or she should ask another committee member to present race officer candidates from his or her area.

- AROs are encouraged to attend in-person US Sailing meetings, such as the National Conference, Sailing Leadership Forum, National Sailing Programs Symposium and Regional Symposiums, whenever possible. These meetings offer opportunities for networking, development and leadership within the race officer corps. Continuing Education credit for participation in such meetings may be offered.

#### **Provide Leadership in Race Management in the Area:**

Each ARO should be a leading race management resource to the regional and local sailing organizations in his or her Area, answering any questions or referring people to others who can help, and resolving any race management issues that may arise.

- One of the ARO's most important jobs is helping local OAs find race officers for their events.
- The ARO should also make himself or herself known to the Regional Sailing Associations (RSAs) in the Area and offer to assist in developing race documents, locating race officials and sharing his or her expertise.
- The ARO is often called upon to help members resolve problems with [SOARS](#). Because he or she has administrative access to SOARS, the ARO can edit event entry information that most members cannot. For more information, please see the [SOARS documentation](#).

#### **Race Management Support for Area US Sailing Regattas:**

Each ARO should offer any support requested by the ROs responsible for both youth and adult US Sailing regattas or qualifiers conducted in their Area, and provide any appropriate requested liaison between those ROs, the event Chairman and the RMC.

It is important to be aware of the certification requirements for race officers, umpires and judges for US Sailing championships and their area qualifiers. AROs are sometimes called on to help find a suitable race officer. This information is found in Regulation 10.06.

#### **Coordinate Race Management Training in Their Area:**

Each ARO should work with local and regional sailing organizations in his or her Area, and with the US Sailing Education Department, to advise and assist with scheduling and organizing US Sailing race management training seminars. These responsibilities may include the following:

- Scheduling – AROs work with local and regional sailing organizations to ensure they understand the process and requirements for scheduling Race Management Seminars in their area. The ARO provides critical input to avoid duplication of effort and scheduling conflicts.
  - Basic Race Management Seminars must be approved by the Area Race Officer. Advanced Race Management Seminars must be approved by the Chairman of Race Officer Training and Certification Committee. The

appropriate frequency of both Basic and Advanced seminars in each Area depends on the numbers of candidates, history of recent seminars and the geographic area to be covered. Feel free to discuss with the RAD and/or the Education department.

- Area Race Officers should reply to the proposed organizer and the US Sailing scheduling coordinator within 14 days of receipt of a request to confirm the location and time or to suggest a more suitable venue or date. If the Education department doesn't hear from the ARO and/or ROTC chair, they will assume approval is given and schedule the seminar.
- Obtaining instructors – AROs assist organizers and work with the seminar host and scheduling coordinator to suggest certified instructors for each level of seminar (see the [Find an Instructor](#) page). To the extent possible, the ARO and RROs or NROs from the Area should be used as assistant instructors and helpers at these seminars.
- Publicity – the ARO works with local and regional sailing organizations, the scheduling coordinator and appropriate outlets to publicize and promote attendance at the seminars.
- Equipment – the ARO coordinates with instructors and hosts to ensure that all equipment needed for the seminar is available and operational.
- Testing – the ARO may be called on to arrange a test debrief if a candidate fails a test. (Please see [testing policy](#).) The instructor and/or the ARO may conduct the debrief in person or by web conference (which US Sailing can arrange). Please coordinate with the instructor if you receive a debrief request. Test scores can be viewed in the candidate's SOARS log once test results have been uploaded. The ARO and instructor may wish to consult on a plan of improvement for the candidate before he or she takes the test again.

### **Certify Club Race Officers:**

ARO's certify Club Race Officers in their area. Steps include:

- Solicit applicants – work with Local Sailing Organizations (LSOs) to seek out potential Race Officers and encourage them to attend a seminar, help them gain sufficient experience, guide them through the certification program, criteria, process, etc. Be sure they know how to find application and LSO endorsement forms on the web.
- Process applications – online forms and LSO endorsements are automatically forwarded by email to the ARO for processing. They should be checked for completeness. Verify required experience via SOARS.
- Approval – If the individual meets all the criteria, the ARO approves the application by submitting an [Appoint a Club Race Officer or Club Judge form](#). The Race Administration office will certify the official in the US Sailing database and send an appointment letter and certificate to the race official (on paper for initial appointments along with some US Sailing swag; as a PDF for renewal

appointments). As soon as a member is certified, his or her name will appear on the Find a Race Official list on the web.

### **Process Applications for Regional and National Race Officer Certification:**

AROs are responsible for preparation of RRO and NRO applications from their area for consideration by the AROWG and the RMC. Steps include:

- Solicit applications – seek out potential Regional and National Race Officers and encourage them to attend training, help them gain sufficient experience, guide them through the certification program, criteria, process, etc. Be sure they know how to find application, reference and LSO endorsement forms.
- Process applications
  - Applications are automatically routed to the ARO, who checks them for completeness and required experience. Check against [SOARS](#). Applications must be complete before they can be considered.
  - Note the names of competitor(s) and certified race official(s) the applicant wishes to ask for references. Ensure they meet the requirements for references and send these people links to the [reference form](#) with a request that they be completed in one week.
  - If online references are not received within two weeks, contact the reference and request that they complete the form as soon as possible.
  - If the ARO has questions or concerns about the candidate's readiness for certification, he or she should research the individual further by contacting others who know the candidate or officers in his or her organization. If necessary, additional requests for references may be sent to people of the ARO's choosing, requesting further information. (See the Event Participants report feature in SOARS for more information about others who worked at the same event the candidate listed).
  - If the applicant is requesting National Race Officer certification, the ARO may need to assist in arranging for a current NRO to observe the candidate's on-water activities.
  - When all required materials have been submitted, please check with the RAD to make sure that the candidate's name is on the list for consideration at the next quarterly AROWG meeting. Each ARO presents the candidates from his or her area and makes a recommendation to the AROWG on certification.
  - If the ARO feels that the candidate is not ready or does not meet the requirements, he or she may request that the application be postponed or tabled. The ARO should then work with the candidate to develop a plan of improvement to bring his or her application up to a passing standard.
  - If a difficult personal situation should arise between a candidate and the ARO, or if a candidate feels that he or she is not being treated fairly, the ARO should seek the support of the Chair of the AROWG, the Chair of the

RMC or the RAD. Sometimes the perspective of an uninvolved party is enough to resolve the situation. If necessary, an ARO from another area can be assigned to work with the applicant.

### **Prepare for Quarterly AROWG Meetings**

- About a week before the quarterly meeting the AROs will receive the application packages for all RRO and NRO candidates scheduled for consideration at the meeting. These should be carefully reviewed before the meeting. If any information is missing, or if a question or problem arises with a candidate's application, please contact the RAD or Chair of the AROWG.
- AROs should be ready to present and recommend action by the AROWG on each candidate. Remember that a crucial component of the vetting process is that the candidate "must be recommended without qualification by his or her Area Race Officer."

### **Applications from Area Race Officers**

- When an Area Race Officer applies for re-certification as a race officer, the application should be reviewed and presented by the Chair of the AROWG. This includes spouses and relatives of Area Race Officers.
- When the Chair of the AROWG applies for re-certification as a race officer, the application should be reviewed and presented by the Chair of the RMC.

### **Follow Up on Annual Activity Reporting for RROs and NROs in Area:**

AROs should review SOARS periodically to assure that the RROs and NROs in their area keep up with the annual activity reporting requirements. If not, the ARO should contact the race officer and request that they update their records.

### **Follow Up on Renewals of Certifications in Area:**

AROs should notify Race Officers whose certifications are up for renewal in the coming year and discuss with them the steps they will need to take to renew. The Certified Officials report in SOARS was designed for this purpose.

### **Receive and Follow Up on Complaints about Race Officials**

If the ARO receives a complaint about a race official's performance or conduct, he or she should consult with the Chair of the AROWG, and/or the Chair of the RMC, and/or the RAD about how to proceed. (Standardized procedure for this type of complaint is under construction.)

## **Finding a Replacement ARO**

The outgoing ARO should identify possible replacements and discuss them with the Chairman of the Race Management Committee, who, after consulting with the Area Director, makes the appointment.

## **Clarification of the meaning of “current” tests (12/12/2017):**

The RMC was asked to clarify the “four years since last seminar and test” policy. The committee agreed that this means that a single seminar and a suitable test grade are in effect for four years from the date of the test, and a person may use that seminar and test for any number of applications for certification during that period. In order to use a test, the application must be received before the 4<sup>th</sup> anniversary date of the test.

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## **Key links and addresses:**

Race Administration Department – [raceadmin@ussailing.org](mailto:raceadmin@ussailing.org); 401-342-7948 (Matt)  
Education Department – scheduling seminars – [education@ussailing.org](mailto:education@ussailing.org) – 401-342-7963  
(Peri Burns)

[Race Administration page](#)

[Race Officers page](#)

[Find a Race Official page](#)

[Host a Seminar page](#)

[Certification, reference and endorsement forms](#)

[Appoint a Club RO form](#)

[SOARS documentation](#) (revisions coming)

## **Staff at US Sailing (as of 12/2017):**

Race Admin Director – [Matt Hill](#) – (401) 342-7948

Adult Director – [Betsy Alison](#) – (401) 342-7914

Youth Director – [John Pearce](#) – (401) 342-7930

*(This document was originally written in 2002 by Stan Betts, Chairman of the Race Management Committee, and most recently revised in 2017 by the committees.)*

*(rev. 12/12/2017)*