



US Sailing

Regional Administrative Judge Guide (RAJ-GU)

US Sailing is the National Governing Body for sailing. Our mission is to provide leadership, integrity and advancement for the sport. Founded in 1897 and headquartered in Bristol, RI, US Sailing is a 501(c)3 non-profit organization.

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1 Roger Williams University Way Bristol, RI 02809

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The Regional Administrative Judge Guide (RAJ-GU) is distributed to the members of the Judges Committee (JC) and placed in the secured area of the Judges Committee document folder online at the US Sailing website. The RAJ Guide is not for general publication, but may contain forms, sections or parts that may be published and distributed to certified judges.

All members of the JC are responsible for ensuring the rules of use and implementation of the Judges Manual and RAJ Guide are followed.

This version of the RAJ-GU created by Nancy Zangerle, Wayne Balsiger, Nancy Glover, Edith Collins and Craig Daniels.

Editors' Note

This edition is not perfect. We did not let perfection get in the way of good. We fully expect additions and improvements to be made in the future. This "good to know" information is now yours to use.

Wayne Balsiger, JC Secretary

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Index of Terms and Abbreviations

AJS	Advanced Judge Seminar
AGM	US Sailing Annual General Meeting
Area	The geographical jurisdiction of US Sailing Regional Sailing Associations delineated by the Board. An Area may contain more than one RSA.
CEE	Continuing Education Event
CEU	Continuing Education Unit
CJ	US Sailing Certified Club Judge
CJ	The appointed Chief Judge at a regatta or event
CJPD	Club Judge Program Director
CJS	Club Judge Seminar
IJ	World Sailing Certified International Judge
JC	US Sailing Judges Committee
JCAM	Judges Committee Administrative Manual
JE	Judge Emeritus
JETTS	Judges Education Training and Testing Subcommittee
JIT	Judge-in-Training
JM	US Sailing Judges Manual
LSO	Local Sailing Organization
MNA	A Member National Authority recognized by World Sailing
NGB	A National Governing Body for an Olympic/Paralympic sport
NJ	US Sailing Certified National Judge
OA	Organizing Authority
RAC	Race Administration Committee
RAD	Race Administrative Director
RAJ	Regional Administrative Judge
RAJ-GU	Regional Administrative Judges Guide
RJ	US Sailing Certified Regional Judge
RO	Race Officer
RSA	Regional Sailing Association
SOARS	Sailing Official Automated Reporting System
WP	Working Party
WS	World Sailing

1 Regional Administrative Judge

The Regional Administrative Judge serves multiple roles within their Area. They are considered one of the experts in the Area about judging and “how things work”. They help facilitate the sharing of knowledge, and the availability of US Sailing resources for the improvement of the sport of sailing. The RAJ should be familiar with the Judges Manual and strive to learn about other US Sailing programs.

Selection

The outgoing RAJ should identify possible replacements and discuss them with the Chair of the Judging Committee, who, after consulting with the Area Coordinator, makes the appointment. The nominated RAJ should be a Regional Judge (RJ) or National Judge (NJ).

Appointment

RAJs are appointed in accordance with US Sailing Regulation 6.02.

Term of Office

The RAJ shall serve on the Judges Committee for a term of three (3) years beginning on January 1st and ending December 31st. RAJs may not serve more than two (2) consecutive terms unless the Judges Committee and the US Sailing Board of Directors approves an exception. A new RAJ may also complete the unexpired term of the previous RAJ in addition to his or her own terms.

2 Roles and Responsibilities

Coordinate Judge Training in Their Area

Each RAJ should work with the Local Sailing Organizations (LSOs) in their Area, and with the US Sailing Education Department, to advise and assist with scheduling and organizing US Sailing Judge training seminars.

Recruiting Seminar Hosts and Scheduling

RAJs work with LSOs to understand the need and demand for various levels and types of training events; ensure they understand the process and requirements for scheduling Judge Seminars in their area. The RAJ provides critical input to avoid duplication of effort and scheduling conflicts.

Club Judge Seminars and Advanced Judge Seminars must be approved by the RAJ.

Advanced Judge Seminars must be approved by the Chair of the Judges Education Training and Testing Subcommittee (JETTS). The appropriate frequency of both Basic and Advanced seminars in each Area depends on the number of candidates, history of recent seminars and the geographic area to be covered. RAJs should discuss any questions with the RAD and/or Education department.

RAJs 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 RAJ and/or JETTS chair, they will assume approval is given and schedule the seminar.

Obtaining Instructors

RAJs assist the seminar organizers and work with the seminar host and scheduling coordinator at US Sailing to suggest certified instructors for each level of seminar (see the [Find an Instructor page](#)). To the extent possible, the RAJ and RJs or NJs from the Area should be used as assistant instructors and helpers at these seminars.

Publicity

The RAJ works with LSOs, the scheduling coordinator and appropriate outlets to publicize and promote attendance at the seminars.

Mailing lists of Sailing Organizations in your area: There are several US Sailing resources that can be used for publicizing events and seminars. One is the [Where to Sail](#) database on USSailing.org. This is manual extraction of information.

Testing

The RAJ may be called on to arrange a test debrief if a candidate fails a test (Please see both [Testing Guidelines, and Test Introduction](#) under Online Testing Information). The instructor and/or the RAJ may conduct debrief in person or by web conference (which US Sailing can arrange). Please coordinate with the instructor if you receive a debrief request. The test taker now receives the answers to incorrect questions so this has reduced the need for debriefs.

Test scores can be viewed in the candidates SOARS log once test results have been uploaded. The RAJ and instructor may wish to consult on a plan of improvement for the candidate before he or she takes the test again. See web conference – Hosting your own under References, Web Conferences.

Promote Continuing Education for Judges

The JC is working towards more CEU events for recertifying judges so they are not required to attend a Judge seminar. These include Protest Day, Judges Roundtables. See Continuing Education below for more information and number of CEU for each activity.

How to host and certify an event is on the [Organize a Seminar](#) page.

Here is a link to the [Continuing Education Guidelines](#).

[Continuing Education Events and CEUs Table](#) is a table defining the Continuing Education Units (values) for educational events. These links are also at the end of this guide.

Judge-in-Training

US Sailing offers a Judge-in-Training (JIT) designation to candidates who have attended a seminar and passed the test, but need more PC and hearing experience to meet certification requirements.

At the request of the seminar instructor or RAJ, candidates may be identified as a JIT and listed in the Find a Race Official list on the website. JITs may be recruited by OAs looking for judges to sit on their protest committees.

When you have potential judges that want to be listed as JITs in SOARS, send an email to the RAD or RAD Administrative Assistant to add the Judge-in-Training designation to their SOARS record. This will allow the potential judge to show up in a Find a Judge search.

3 Certifying Judges

Overview

The RAJ is responsible for initial, renewal and upgrades on a candidate's certification level. Each of these requires an online application to be entered which can be found on the judges' page at the US Sailing website. The qualifications for each of these levels are found in the Judges Manual (JM) which is also found on the judges' website.

Initial certification and upgrades to National Judge must be vetted by the JC with all supporting documents provided by the RAJ to the committee prior to the JC meeting. The RAJ will present the candidate and lead the discussion. A vote is then taken by the JC (there must be a quorum for the JC) and results provided to the RAD (Race Administration Director) with the RAJ providing communication to the candidate. Note: this part of the JC meeting is only open to members of the JC.

Renewals are reviewed annually with all candidates for each US Sailing area for a given year summarized on the Judges Renewal form. Each RAJ's summary is reviewed by the Chair of the JC and the RAJ prior to the Dec meeting and a copy is sent to all members of the JC. Any judge applicant who does not meet the required qualifications in Chapter 12 of the JM is to be reviewed by all members of the JC. Copies of these forms are sent to the RAD in order to update SOARS and for record keeping.

Levels of Judge Certification

- Judge-in-Training – see prior section
- Club Judge (CJ)
- Regional Judge (RJ)
- National Judge (NJ)
- International Judge (IJ)

For certification requirements see [US Sailing Judge Certification Requirements](#).

Recruiting and Certifying Club Judges

Club judges are the grass roots foundation of an Area's corps of judges. It is a goal of US Sailing to have a certified Club Judge at each US Sailing member club and LSO.

It can be hard to track all prospective or interested parties. The Race Admin office can email copies of the registration list and contact info for all attendees at seminars and CEEs in the Area to the RAJ.

The RAJ works with Local Sailing Organizations (LSOs) to seek out potential judges 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 the application, Reference Forms and LSO endorsement forms on the web.

Approval

If the individual meets all of the criteria, the RAJ approves the application by submitting an Appoint a Club Judge form from the [Judges Committee Secure Area](#). 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 website.

Certifying & Renewing Regional and National Judges

RAJs are responsible for completeness of RJ and NJ applications and renewals from their Area for consideration by the JC.

The RAJ should seek out potential Regional and National Judges and encourage them to attend training, help them gain sufficient experience, and guide them through the certification program, criteria, and process. Confirm that they know how to find the online application, and complete the reference and LSO endorsement forms.

Processing Applications

Applications are automatically routed to the RAJ, who checks them for completeness and required experience. All applications must manually be checked against the applicant's SOARS. Applications must be complete before they can be considered.

The RAJ should notify applicants that the JC requests references from certified judges to be completed online within 30 days of the conclusion of the event at which the applicant is being evaluated. The applicant should contact each reference directly and send them a link to the [reference form](#) with a request that it be completed within 30 days. If online references are not received within two weeks, the RAJ should request that the candidate contact the reference to complete the form as soon as possible. The RAJ must verify that the references are complete and meet the necessary requirements.

If the RAJ has questions or concerns about the candidate's readiness for certification, they should research the individual further by contacting others who know the candidate, or have worked with the candidate. If necessary, additional requests for references may be sent to people of the RAJ's choosing. Use the Event Participants report feature in SOARS for more information about others who worked at the same event the candidate has listed.

The RAJ should also conduct a short search of publically available information (such as an internet search) to verify that no reputational or temperamental issues are known to the public. If any issues are found the candidate will be given a chance to provide an explanation.

The RAJ presents the candidate to the JC for approval. Because of this the RAJ cannot be a reference, unless the reference was prior to the RAJ holding that position.

Use the RAJ Application Checklist for completeness of applications. This form can be found on the RAJ secure website in both Word and PDF. When all required materials have been submitted, the RAJ confirms with the JC Chair that the candidate's name is on the list for consideration at the next JC meeting. Each RAJ presents the candidates from their area and makes a recommendation to the JC on certification.

If the RAJ feels that the candidate is not ready or does not meet the requirements, they may request that the application be postponed or tabled. The RAJ should then work with the candidate to develop a plan of improvement to bring the application up to a passing standard.

If a difficult personal situation should arise between a candidate and the RAJ, or if a candidate feels that he or she is not being treated fairly, the RAJ should seek the support of the Chair of the JC or the RAD. Sometimes the perspective of an uninvolved party is enough to resolve the situation. If necessary, an RAJ from another area can be assigned to work with the applicant.

Certification Renewal for RAJs

When an RAJ applies for re-certification as a judge, the application is reviewed and presented to the JC by the Chair of the JC. When the Chair of the JC applies for re-certification as a judge, the application is reviewed and presented by the RAD.

Annual Activity Reporting for RJs and NJs in Area

RAJs should review SOARS periodically to assure that all certified judges and JITs in their area keep up with the annual activity reporting requirements. If not, the RAJ should contact the judge and request that they update their records.

Follow Up on Renewals of Certification in Area

The RAJ should notify judges in their area whose certification is 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.

RAJs are responsible for updating and completing the Judges Committee form called "Renewal-Master-16-Final" found on the Judges Committee page. This Excel spreadsheet is submitted to the JC Chair prior to the November or December JC

meeting. When the RAJ is outgoing, they need to share their Area files with the incoming RAJ.

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
First Name	Last Name	Member No.	CJ 4 local events or higher	RAJ approve & level	Active Judge in last 2 years	Min event judge (8)-6 fleet	Chair 3 hear	J-3 event s regional or Nat	NJ- met all J & served for all 4 yrs	NJ-4 at nat or int nat level-3 ft	NJ-CJ for 4 event s 3 ft	NJ-2 Out of Area or 6 high level	Seminar or CEES and Test	SOARs kept and up to date	app form rec'd	Renewal status (CJ, J, or NJ)	Comments (ie: 6 mo test, 6mo T&S, 6 mo Sem 6 mo SOARS, 6mos quals)
			Club Judge	Judge	National Judge	All	This form SHALL be submitted in this format. All others will be require to be resubmitted by the RAJ.										
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	

Complaints about Race Officials

If the RAJ receives a complaint about any race official’s performance or conduct, he or she should consult with the Chair of the JC and/or the RAD about how to proceed. Some complaints go on to the Race Administration Committee (RAC). (Standardized procedure for this type of complaint is under construction by US Sailing.)

Attend US Sailing Meetings

Each RAJ is expected to attend bimonthly web conference meetings to discuss judge applications and other business of the JC. If the RAJ is unable to attend a meeting, he or she should ask another committee member to present Judge Candidates from his or her area.

RAJs are encouraged to attend the yearly in-person JC meetings.

RAJs 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.

Prepare for JC Meetings

At least ten days before the scheduled meeting RAJs will receive application packages for all RJ and NJ candidates scheduled for consideration at the meeting from the JC

Chair. 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 submitting RAJ or the JC Chair.

RAJs should be ready to present and recommend action by the JC 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 RAJ.

Provide Leadership in Judging in the Area

Each RAJ should be a resource to the LSOs in their Area, answering any questions or referring people to others who can help, and resolving any judging issues that may arise.

- Help OAs and ROs find judges for their events
- Assist members to resolve problems with [SOARS](#). The RAJ has administrative access to SOARS, and can edit event entry information that most members cannot. For more information, please see the SOARS documentation available at the bottom of the SOARS main Menu.

Occasionally members of the JC will send a request for regatta judges to the members of the JC. Forward these opportunities onto your Judge corps as appropriate for their certification level.

RAJs occasionally send out an email "Newsletter" to their Judges corps. We encourage the RAJ to copy all JC members so other RAJs can incorporate and reuse any good information into their own "newsletter".

Judging Support for Area US Sailing Regattas

Each RAJ should offer any support requested by the judges responsible for both youth and adult US Sailing regattas or qualifiers conducted in their Area, and provide any appropriate requested liaison between those judges, the event Chair and the JC.

It is important to be aware of the certification requirements for race officers, umpires and judges for US Sailing championships and their area qualifiers. RAJs are sometimes called on to help find suitable judges. This information is found in Regulation 10.06 (Link to *Regulation 10.06 can be found under 6. References at the end of this RAJ-GU*).

SafeSport

RAJs help current certified judges and potential candidates understand the requirements for achieving and maintaining judge certification. A fairly new requirement of all certified officials is SafeSport Certification. Detailed information on SafeSport can be found at on the Web-site under Race Officials/Quick Links

Under federal law (Public Law 115-126), the Center for SafeSport has authority over all of the national governing bodies (NGBs) of Olympic and Paralympic sports in the United States to investigate and resolve claims of sexual misconduct or abuse. As the NGB for the sport of sailing, US Sailing is responsible for investigating reports of physical or emotional misconduct (including bullying, hazing or harassment), and for administering the SafeSport program and implementing disciplinary decisions issued by the Center for SafeSport. SafeSport training is mandated by the US Sailing Board of Directors for all certified race officials, coaches, instructors, instructor trainers and Safety at Sea moderators, as well as Directors, staff and members of the Olympic Sailing Committee. This list of “covered individuals” is subject to annual review. Periodic training is required.

Background Checks

US Sailing approved a policy to have all US Sailing officials have background checks. This policy was approved November 2019. Information on background checks is on the Website under Rules/Officiating Resources – [SafeSport & Race Officials](#). It is found below the SafeSport information under the Background Checks for Race Officials.

Policy on Use of US Sailing Logo by Certified Officials

US Sailing Judges Flag: When a protest committee is on duty afloat or ashore and the chair is a Certified US Sailing Judge, members may display the US Sailing Judges flag.

Use of the US Sailing logo is encouraged on announcements and flyers for Judge Seminars. 7.02 of US Sailing Regulations says: Members of US Sailing are permitted and encouraged to utilize the logos, seals, name, banners, flags, or the burgee of US Sailing in a non-commercial manner to promote its visibility within the sport and to the general public, reinforce its purposes stated in the bylaws, and promote a positive, healthy image. Such use shall not imply any endorsement by US Sailing for the associated activity. In cases of improper use, such permission may be withdrawn by the Marketing Director.

Extensions to Recertify

When a certified judge is up for renewal but has not completed all tasks to recertify, they may be given a six month grace period by the JC to complete any missing items for recertification. Issues may be SOARS is not current, a NJ has not completed required Out of Area events, Seminar or CEU hours are missing or the test has not been passed.

Often when they complete the missing items such as passing the test, the RAJ notifies the JC Chair, who then approves the recertification without further JC involvement.

Developing a Plan for Improvement

US Sailing in 2020 is developing this plan. When developed, the information will be on the US Sailing Web-site.

Judge Emeritus

US Sailing has established a Judge Emeritus designation to recognize judges who have given many years of distinguished service to the sport and have demonstrated significant leadership in the judging community.

More information can be found in the [US Sailing Judges Manual](#).

Sample Recommendation:

JUDGE EMERITUS RECOMMENDATION

I, *Tom Bahama, RAJ for Area X, and member of the Great Plains Yacht Racing Association* propose that the following retired US Sailing Judge be designated a Judge Emeritus in recognition of his long and distinguished service to the Judges Program of US Sailing as well as to sailboat racing across the United States.

Part 1

NAME: Oliver H. Perry

Date of initial certification: 09/12/13

Date of retirement: 12/31/18

Part 2

List below are exceptional contributions made by the candidate to the Judges Program, above and beyond routine duty that you feel qualify him/her for this recognition. Examples: appeals committee service, training programs, educational clinics, etc.

- Area X RAJ 2001 to 2010
- US Sailing judges Committee from 2001 to 2010
- Organizing editor for the US Sailing Judges Manual 2005-2008
- Served on the XXXXX Appeals Committee for 6 years
- Chaired and served on 3 investigations for the Judge's Committee
- Organized and taught numerous US Sailing Judges Seminars

Part 3

Other exceptional contributions to sailing, certifications and years of service, if known:

- Served as Chief Judge for the US Men's Championship (2)
- Served as the Chief Judge for the US Sailing Youth Multihull Championship (2)
- Served on numerous protest committee nationally, sometimes as many as 30/yr
- Traveled extensively in order to teach regional judges and race management clinics & Seminars
- Served on the Laser/Europe circle in the 1996 Olympics as a timer
- Served on the Board of Directors of XXXX Sailing Center (5 years)
- Served on the < add the name of the association > Board of Directors
- Race Management Training Chair for XXXX (5 years)

Part 4

Suggested Draft Citation for the letter from US SAILING (Max 10 Lines.)

Oliver Perry, your service to US Sailing and its sailors has been exceptional. You have been a leader in the Race Management community since 1996, both regionally and nationally, as well as serving as the Area X Regional Area Judge during which time you painstakingly rewrote the Judges' Manual in 2004. You have not only supported racing as a national certified judge, you sought to bring to our sport new judges while assisting existing judges maintain a high level of expertise through the numerous seminars and programs that you have initiated and participated in.

Your leadership, wisdom, calm demeanor, devotion to the sport and high standards of excellence have been a foundation for the development of our sailors both as judges and racers

Part 5

Suggested Draft for Emeritus Certificate: (max 2-3 Lines.)

In recognition of your leadership, wisdom, devotion to our sport and standards of excellence, which have significantly contributed to the development of our sailors both as judges and racers

International Judge Appointment Requirements

US Sailing must nominate a Candidate for an initial appointment as a World Sailing International Judge with the United States as their MNA. After reviewing and voting, a recommendation by the Judges Committee is made to the RAC and then to the Board of Directors.

The Judges Committee may review candidates for re-appointment.

Process for Requesting Nomination as International Judge

The JC has an IJ Candidate Mentor as a resource to help a candidate successfully become an IJ. The Mentor is a JC member.

The Candidate shall file online an application with US Sailing applying to become a World Sailing International Judge. The application process through US Sailing is in addition to that which is required by World Sailing.

The candidate must request that each reference fill out an online reference form. US Sailing may contact the references named in the Application for Nomination for further discussions. While the references will be strongly encouraged to share their comments with the candidate directly, confidential references will be accepted if the reference so requests.

The applicant is responsible for following-up and ensuring US Sailing receives the completed reference forms.

Applications, including all required reference forms, will be reviewed by the JC in a closed session, which may be by teleconference.

The JC may seek independent confirmation of the candidate's capabilities and experience by contacting other judges known to have worked with the candidate.

The JC will forward their recommendations to the RAC and the US Sailing Board of Directors for final approval.

Upon approval of the US Sailing Board of Directors, US Sailing will forward the application to World Sailing in accordance with the deadlines stated in the World Sailing Regulations

JC Timeline for IJ Application Processing/Review

The RAJ of an IJ candidate plays an important role in reviewing and presenting the candidate's application to the JC. Below is the timeline and target times for the US Sailing process, starting at 10 weeks before the August Board of Directors meeting.

10 Weeks	9 Weeks	8 Weeks	7 Weeks	6 Weeks	5 Weeks	4 Weeks	3 Weeks	2 Weeks	1 Week	US Sailing Board of Directors Meeting
APPLICATION TO US SAILING DEADLINE										
<i>It is the candidate's responsibility to ensure that all their references reply to US Sailing in time via the online Reference Form found on the Judges website.</i>										
<p>Deadline for completed applications with all US Sailing required references</p> <p>The RAD forwards copies of all paperwork to the candidate's RAJ.</p> <p>The candidate's RAJ distributes all paperwork to the JC. <i>The RAJ should recuse himself or herself if they believe they cannot conduct an objective review.</i></p> <p>The reviewing RAJ completes the following tasks:</p> <ul style="list-style-type: none"> • Verifies that all requirements are met, i.e. number of events, etc. • Contacts all references for any additional relevant information • Reviews all comments and issues, contacting the relevant people, including the candidate, and thoroughly investigating any claims or issues and report the findings back to the JC • The JC Chair circulates the names of IJ candidates to the Board and to other Race Administration related committees with a request to forward comments, if any, to the reviewing RAJ prior to the JC teleconference • The JC members submit comments/issues to the reviewing RAJ by email prior to the teleconference - preferably as soon as they have the information. Comments must include sufficient detail for the reviewing RAJ to conduct a thorough examination. Unsupported comments are not allowed 										
JC TELECONFERENCE										
<ul style="list-style-type: none"> • The reviewing RAJ presents each candidate's application and summarizes the research done. • JC discusses each application • After discussion, should the JC decide that further investigation is required before acting upon a person's application, that application is referred back to the review RAJ for further investigation. • If there is no need for further investigation, the JC votes on the application • Following the teleconference, the JC Chair and the respective reviewing RAJ(s) prepare a letter or email to each candidate advising the candidate of the results of the JC vote on that person's application, including a composite copy of the references received by the JC. This communication will not be sent until after the Board meeting. • If there are no applications deferred for further investigation the JC Chair submits a report of the JC's recommendations to the Board of Directors. 										
<ul style="list-style-type: none"> • Reviewing RAJ reports back to the JC on the results of further investigation 										
Deadline for the votes on the deferred applications										
<ul style="list-style-type: none"> • The JC Chair reports the voting results to the JC • The reviewing RAJ and JC Chair will update letter/composite IJ forms for the candidates as necessary. • The JC Chair submits a report of the Committee's recommendations to the Board of Directors 										
August Board of Directors Meeting										
<ul style="list-style-type: none"> • Should the Board decide to reverse any of the JC's recommendations, the JC Chair is responsible for obtaining a detailed explanation from the US Sailing President • All candidates are notified of the Board of Directors' decision as soon as practical. The JC Chair will call each candidate, and followed up with the letter to the candidate. 										

Confidentiality Principles for IJ Application Process

The applications and references will be confidential within the JC. All discussion of the candidates/applications by any JC member with the candidate or references is confidential. Only the reviewing RAJ or the JC chair should discuss the application with

the candidate. With regard to issues raised during the JC review process, the source of the comments will be kept confidential if the source so requests. The substance of the issue will be shared with the candidate if found to be valid. References will be encouraged but not required to share their comments with the candidate directly.

Process for IJ Recertification

IJ's reapplying for World Sailing Certification do so directly with World Sailing. World Sailing informs US Sailing of the names of the candidates who have applied for renewal.

The JC makes comments, if deemed appropriate, to the Board of Directors. The Board of Directors may direct that those comments be forwarded to World Sailing.

4 Judges Committee

Purpose

The Judges Committee develops, supports, trains, and certifies judges within the jurisdiction of US Sailing.

To provide this support, the Committee:

- Maintains the training and testing programs for certification and education of judges;
- Investigates complaints against judges;
- Supports and advises on the roles and conduct of judges for events nationally and at US Sailing events;
- Reviews the applications from US Sailing judges who seek certification as a World Sailing certified judge and provides recommendations to the Board of Directors regarding their nomination.

Functions and Activities

The Judges Committee shall:

- Maintain and document the criteria for certification as US Sailing Judge at any level;
- Oversee the development of new judges;
- Process initial applications and certified judge renewals, and approve qualified candidates for certification;
- Through JETTS, develop and maintain training and testing programs for certification and education of judges.
- Investigate complaints against judges;

- Assist other committees and organizations within US Sailing in obtaining qualified judges for events;
- Provide support for and advice on the roles and conduct of judges at US Sailing events;
- Maintain and document the criteria for obtaining a nomination from US Sailing for certification for all levels of certification;
- Evaluate applications of World Sailing International judges and make recommendations to the Board concerning the nomination of these applicants to World Sailing;
- Document the roles and responsibilities of Regional Administrative Judges;
- Maintain and update documents to support judges in the US. This includes, but is not limited to, the US Sailing Judges Manual, RAJ Guide and various Guidelines.
- Perform other duties related to the Judges Committee's purpose as directed by the President and the Board of US Sailing.

Composition

The Judges Committee shall consist of voting and non-voting members. The Judges Committee voting members shall consist of a Chair, a Vice Chair (if appointed), eleven (11) RAJs that represent each of the US Sailing Areas, a Marketing and Communications Lead, the Chair of the Umpires Committee (ex-officio), and the Chair of JETTS. A Secretary shall be appointed as a non-voting member and the Chairs of any subcommittees, if not included above, shall also be included as non-voting members.

5 Judges Committee Leadership

Judges Committee Chair

Appointment

The Chair shall be appointed by the US Sailing President in accordance with US Sailing Regulation 6.01 and may not serve more than four (4) consecutive terms unless the Board of Directors of US Sailing approves an exemption.

Term of Office

The Chair of the Judges Committee shall serve a one (1) year term beginning and ending at the close of the AGM.

Duties

Chair JC web conference meetings, which generally occur bi-monthly. Chair the Annual JC Meeting. Review the applications for Regional and National Judge Certifications to be considered at the next JC meeting. Solicit items to be discussed at meetings from members of the JC. Generate the agenda for JC meetings. Select a secretary as required. Respond to questions from members about certification as needed. Consult with the Race Administration Director (RAD) on these and any other matters that concern the JC. Consult with the RAD and Chairs of Race Officers and Umpires Committees on matter of concern to all three committees. Serve as a member of the Race Administration Committee and ex-officio member of the Umpires Committee.

Judges Committee Vice-Chair

Appointment

Appointed at the discretion of the Chair of the Judges Committee.

Term of Office

The Vice Chair of the Judges Committee shall serve a one (1) year term beginning and ending at the close of the AGM.

Duties

The Vice Chair will serve at the bequest of the JC Chair and shall perform the duties requested by the JC Chair.

Judges Committee Secretary

Appointment

Appointed at the discretion of the Chair of the Judges Committee and in accordance with US Sailing Regulation 6.03.

Term of Office

The Secretary shall be appointed for a term of three (3) years, beginning and ending on December 31st, of their final term, and may not serve more than two (2) consecutive terms, unless the Judges Committee approves an exception.

Duties

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

Judges Committee Working Parties & Subcommittees

The JC may form, as necessary, Working Parties (WP) or Subcommittees to assist in performing the duties of the Judges Committee. Members of these WPs or Subcommittees are appointed by the JC Chair.

The Chair of a Working Party or Subcommittee shall become a member of the Judges Committee, increasing the size of the Judges Committee, if the Chair is not already a member of the JC.

Appointment

The Chair shall be appointed in accordance with US Sailing Regulation 6.03. The Chair of the JC will appoint the Chair of any JC Working Party or Subcommittee as needed.

Term of Office

The Chairs of Working Parties or Subcommittees shall be appointed for a term of three (3) years, beginning and ending on December 31st, of their final term and may not serve more than two (2) consecutive terms, unless the Judges Committee approves an exception.

Duties

All Working Parties or Subcommittees shall have terms of Reference that shall be approved by the Judges Committee and the US Sailing Board of Directors.

Standing Subcommittees**Judges Education Training and Testing Subcommittee (JETTS)**

JETTS creates and maintains the materials that support the Judges Committee's training and testing programs for all certification levels of US Sailing Judges.

International Judge Mentoring Subcommittee

The IJ Candidate Mentor is a resource to help candidates successfully navigate the IJ certification process. The IJ Candidate Mentor is a JC member.

Web Liaison Subcommittee

The Judges Committee may appoint a Web Liaison who will maintain the Judges' Website. A web liaison will not be a voting member of the Judges Committee unless otherwise a member of the Judges Committee.

6 References

Links

Not all links in the guide are shown here. The following resources are available on the [Judges page of the US Sailing website](#) unless another location is given.

Main Contact at US Sailing

Race Administration Director is listed last on the Judges Committee contact list as Staff Liaison. RAD contact information is also on the bottom of the [Judges page](#).

US Sailing Judges Manual

[US Sailing Judges Manual](#)

US Sailing Judge Certification Requirements

[Certification Requirements for Judges](#)

SOARS

[SOARS](#)

World Sailing International Judge Application Requirements

[IJ Application Requirements](#)

Judge Continuing Education Guidelines and Events

Here is a link to the [Continuing Education Guidelines](#). [Continuing Education Events and CEUs Table](#) is a table defining the continuing education values for educational events.

SafeSport and Background Checks

[Link](#)

US Sailing Regulations

The sections of the latest US Sailing Regulations that are referenced in this RAJ-GU can be found under Resources on the [Bylaws and Regulations page](#).

Web Conferences – Hosting your own

The JC used Zoom for Web call. Anyone can sign up with Zoom for free and hold web conference call. The free version has 40 minute time limit with up to 100 people, but is fine for test debriefs and may be long enough for PC Hearings if needed. To host longer conferences, one person needs the paid version. It is \$15 a month. www.zoom.com.

