

Umpire Competences and Qualifications (UCQ)

1 Introduction

This document is based on the decision by the Swiss Sailing (SwS) Central Board on 03 May 2022 to implement a SwS umpire development scheme including the principles that allows SwS to appoint umpires. SwS appoints 2 types of umpires:

- (a) Swiss Sailing Umpire (SU): Umpires appointed as SU are experienced umpires with a solid knowledge of the rules, boat handling and positioning.
- (b) National Umpire (NU): Umpires appointed as NU are highly experienced umpires and have proven profound rules knowledge, proficient boat handling and excellent positioning skills. NU are able to act as lead umpire (responsible for the actions on an umpire vessel).

This document defines in section 2 the process applied by SwS when appointing umpires. It also describes the competences and qualifications required for appointment in section 3.

The guidelines on the different qualifications in section 4 provide specifications, guidance and provisions for each of them.

This document refers to the umpire disciplines umpired fleet racing (including umpired medal racing), match racing and team racing. However, SwS does not necessarily provide development activities for all disciplines. Instead, the SwS umpire committee prioritizes its activities

- (a) to the disciplines Swiss Sailing organizers use most and candidates can gain sufficient experience in Switzerland to qualify, and
- (b) to balance the required number of umpire appointments within the federation.

To facilitate the introduction of the SwS umpire development scheme and the UCQ process SwS provides, for a transitional period, changed procedures and requirements for first appointments and reappointments as specified in appendix A.

2 Processing of Application

The process for first appointment and reappointment is as follows:

- (a) Candidates shall send an application on the official form including all ancillary documents to the SwS umpires committee (umpires-committee@swiss-sailing.ch) by latest 31 October in the year of application.
- (b) The SwS umpires committee decides for appointment by latest 31 December in the year of application.
- (c) The 4-year period - to be referred to as the "designated period" - for all required qualifications shall be from 01 November to 31 October (inclusive). Where an examination is required to be passed, the date it is considered to be passed is the date it was taken, even if the result was communicated to the candidate on a later date.
- (d) An umpire appointment ends on 31 December after the end of a designated period after the appointment unless otherwise stated in this document.
- (e) Some criteria may change from those published in prior years. An applicant negatively affected by such a change may ask that the impact on their application be considered by the SwS umpires committee.

3 Competences and Qualifications Required

3.1 General Competences Required

A candidate for first appointment or reappointment for SU or NU shall

- (a) have racing experience as a sailor;
- (b) have a sufficient knowledge of the Racing Rules of Sailing (RRS) and a detailed knowledge of the rules, manuals and other requirements and publications relating to their discipline;
- (c) be proficient in the English language and have the skills to communicate both with other umpires and with competitors on matters relating to their discipline;
- (d) display the temperament and behaviour expected of a SwS race official at an event;
- (e) have the health and physical capacity to fulfil the requirements of their discipline, incl. sufficient eyesight and hearing, natural or corrected;
- (f) have the observation skills necessary to perform the duties of their discipline on either SU or NU level;

- (g) agree to support the policies of SwS and further its objectives, rules and regulations; and
- (h) hold a Swiss motorboat driving license or equivalent.

3.2 Specific Technical Competences Required

A candidate shall have consistently demonstrated the following:

- (a) be able to apply the relevant rules and make correct decisions within a few seconds under pressure;
- (b) anticipation skills based both on an understanding of how boats manoeuvre in match, team and /or fleet racing and the tactics applied by racing boats to win;
- (c) be able to drive and position small powerboats in a range of wind and wave conditions.

3.3 Specific Non-Technical Competences Required

A candidate shall have consistently demonstrated the following:

- (a) be fit and able to withstand several consecutive days on the water in small powerboats;
- (b) uphold the confidentiality of all umpire and protest committee deliberations during and after the event;
- (c) be polite, courteous, open-minded, and patient with colleagues, competitors, event officials, team officials, coaches, and hosts;
- (d) respect cultural differences in colleagues, competitors, event officials, team officials, coaches, and hosts;
- (e) maintain appropriate relationships with competitors and support persons at events; and
- (f) declare any conflict of interest before accepting an umpiring event invitation.

3.4 Specific Qualifications Required for Swiss Sailing Umpires

3.4.1 During the designated period of 4 calendar years, a candidate for first appointment shall have:

- (a) attended a SwS Umpire Seminar within 4 years of application and received positive references from the seminar instructors;
- (b) obtained a completed, positive SwS reference form from different umpires who shall be either chief umpires (at least NU or IJ level) or international umpires of at least two of the principal events submitted in accordance with item UCQ 2(a);
- (c) satisfied the requirements of UCQ 3.4.2.

3.4.2 During the designated period of 4 calendar years, a candidate for first appointment and reappointment

- (a) shall have served as an umpire for at least 12 days on the water at principal events;
- (b) any further inquiries by SwS into the candidate's functioning shall indicate competences and comportment appropriate for appointment as a SU.

3.4.3 An umpire appointed by a different World Sailing (WS) member national authority (MNA) than SwS may apply to be appointed as SU at the SwS umpires committee provided they are holding a SwS membership card and the SwS umpires committee is satisfied that similar application criteria have been applied by the other MNA. The decision is solely at the discretion of the SwS umpires committee.

3.5 Specific Qualifications Required for National Umpires

3.5.1 During the designated period of 4 calendar years, a candidate for first appointment shall have

- (a) attended a SwS Umpire Seminar and received positive references from the seminar instructors;
- (b) sat and passed the SwS performance assessment on-the-water at least one time;
- (c) obtained a completed, positive, SwS reference form from different umpires who shall be either chief umpires (at least NU or IJ level) or international umpires of at least three of the principal events submitted in accordance with item UCQ 2(a);
- (d) satisfied the requirements of UCQ 3.5.2.

3.5.2 During the designated period of 4 calendar years, a candidate for first appointment or reappointment

- (a) shall have sat and passed the SwS umpire examination;
- (b) shall have served as an umpire for at least 20 days on the water at principal events; and
- (c) any further inquiries by SwS into the candidate's functioning shall indicate competences and comportment appropriate for appointment as a NU.

3.5.4 An umpire appointed by a different MNA than SwS may apply to be appointed as NU at the SwS umpires committee provided they are holding a SwS membership card and the SwS umpires committee is satisfied that similar application criteria have been applied by the other MNA. The decision is solely at the discretion of the SwS umpires committee.

3.5.5 A WS International Umpire (IU) always qualifies as a NU. However, if such NU is no longer appointed as IU, their NU appointment ends after a designated period, starting the 1 January of the following year after the IU appointment was terminated.

4 Guidelines on Qualifications (Specifications, Guidance and Provisions)

4.1 Principal Events

4.1.1 General Guidelines Regarding Principal Events

- (a) A principal event for the purpose of umpire appointments is an event that gives the SU and NU a level of experience they can be expected to encounter when appointed and at the same time there will be events which can allow highly experienced umpires to bring their level of experience to all levels of racing.
- (a) Applications may include a mix of umpired fleet, match and team racing events.
- (b) An event shall include at least 2 scheduled racing days.
- (c) If an applicant is unsure about the level of an event, they may consult with the SwS umpires committee.

4.1.2 Medal Racing

- (a) Grade 200 and 100 Olympic Classes Events
- (b) International Class World or Continental Championships
- (c) International Class events
- (d) National events

4.1.3 Fleet Racing

- (a) Umpired Fleet Racing with international competitors or a high level of national competitors
- (b) Sailing Champions League
- (c) National Sailing League

4.1.4 Team Racing

- (a) International events with more than 8 teams
- (b) National Championships with more than 8 teams
- (c) Regional events with more than 8 teams

4.1.5 Match Racing

- (a) Grade 4 or higher graded events

4.2 Swiss Sailing Umpire Seminar

4.2.1 SwS organizes umpire seminars for the prioritized umpire disciplines and if enough candidates complying with UCQ 4.2.5 apply to attend the seminar.

4.2.2 SwS designates the seminar instructors and defines the learning topics, learning goals and the timeframe of the seminar.

4.2.3 SwS may organize seminars in cooperation with other organizations as WS, MNA or other suitable organizations and may invite participants from other MNA.

4.2.4 SwS will announce scheduled SwS umpire seminars in Manage2Sail.

4.2.5 SwS umpire seminars are designated for competent candidates to improve their umpiring skills. Candidates intending to be invited to a SwS umpire seminar shall

- (a) comply with the UCQ 3.1(a), (b) and (c),
- (b) have preferably served as an umpire in several events, and
- (c) send a request for invite by email to the umpires committee (umpires-committee@swiss-sailing.ch) as specified in the seminar announcement and stating the following:
 - (1) the candidates motivation to attend the seminar
 - (2) the candidates compliances with UCQ 4.2.5(a) and (b).

4.2.6 Candidates will be invited by the umpire committee based on their level of competences and qualifications. The decision on acceptance or rejection of a candidate's request for invite is solely at the discretion of the SwS umpires committee.

4.2.7 If a candidate for appointment must attend a SwS umpire seminar in order to be appointed, the seminar may be either an umpired fleet racing, or match racing or team racing seminar.

4.2.8 Candidates may alternatively attend WS international umpire seminars or, if approved by the SwS umpire committee, WS umpire clinics or seminars or clinics, organized by another MNA or suitable organization.

4.3 Swiss Sailing Umpire Examination

4.3.1 SwS provides tests for the prioritized umpire disciplines and designates the examination instructors.

4.3.2 A candidate intending to sit the SwS umpire examination shall

- (a) coordinate directly with the examination instructor the date and location of the examination;
- (b) request for approval to sit the examination by email at least one week before the examination at the SwS umpires committee (umpires-committee@swiss-sailing.ch) and stating date, event, and the examination instructor. The SwS umpires committee will inform the candidate and the examination instructor on the decision.

- 4.3.3 If the SwS umpires committee approves that the candidate may take the examination, it will provide the examination instructor with the examination documentation and the test.
- 4.3.4 If a candidate for appointment must pass a SwS examination in order to be appointed, the following provisions shall apply:
- (a) A candidate for first appointment shall have passed the examination within the designated period. A candidate for reappointment shall have passed the examination in the last year of the designated period. The examination may be for either discipline umpired fleet racing, match racing or team racing.
 - (b) If the examination is not passed by 1 January in the year after the designated period, a candidate for reappointment will, unless there are special circumstances, have their appointment terminated by the SwS umpires committee but may reapply.
 - (c) An examination pass may only be used once to qualify.
 - (d) A candidate who does not pass an examination may retake it on the following conditions:
 - (1) A candidate who fails on the first attempt shall not retake the examination within a period of three months.
 - (2) A candidate who fails an examination on the second attempt shall not retake the examination within a period of one year.
 - (3) A candidate who fails an examination on the third attempt shall wait a period of two years before retaking the examination, is not entitled to submit an application during that period, and shall then apply as a candidate for first appointment.
 - (e) An umpire whose appointment has ended within the last 12 months may reapply and be considered as a candidate for reappointment (that is having to meet the requirements for reappointment and not first appointment). After 12 months, the umpire must apply as a candidate for first appointment.
 - (f) A candidate may alternatively sit and pass a WS international umpire examination for the disciplines umpired fleet racing, match racing or team racing, or if approved by the SwS umpires committee, examinations for these disciplines organized by another MNA or suitable organization.

4.4 Performance Assessment

- 4.4.1 Performance assessments are designed to examine candidates' umpiring performance while umpiring at an event on the water. SwS provides assessments for the prioritized umpire disciplines.
- 4.4.2 Candidates are assessed by qualified assessors appointed by the SwS umpires committee. SwS publishes a list of the designated assessors on the SwS website.
- 4.4.3 If a candidate must pass a SwS performance assessment in order to be appointed, the assessment may be either an umpired fleet racing, match racing or team racing assessment.
- 4.4.4 Candidates intending to be assessed shall:
- (g) coordinate directly with the assessor the intended event of the assessment;
 - (h) request for approval to sit the assessment by email at least one week before the assessment at SwS umpires committee (umpires-committee@swiss-sailing.ch) and stating date, event, and the assessor;
 - (i) the SwS umpires committee informs the candidate and the assessor whether approval is given or not given.
- 4.4.5 Once an assessment is approved it shall be carried out unless the candidate refrains before the first race of the event by informing the assessor and the SwS umpires committee by email.
- 4.4.6 In case of insufficient racing conditions, lack of a sufficient number of complex umpiring situations or other reasons that make it impossible to assess a candidate's performance, the assessor shall declare the scheduled assessment as not completed. The candidate shall proceed under UCQ 4.4.4 to schedule another assessment.
- 4.4.7 The assessor decides whether the candidate passed or did not pass or the assessment was not completed. The assessor shall share informs the candidate verbally at the event about the result and the reasons and reports the results to the SwS umpires committee (umpires-committee@swiss-sailing.ch) in writing.
- 4.4.8 A candidate who does not pass an assessment may retake it on the following conditions:
- (a) A candidate who fails on the first attempt shall not retake the assessment within a period of three months, unless the SwS umpires committee is satisfied that there are special circumstances to permit the candidate to retake the assessment earlier;
 - (b) A candidate who fails an assessment on a further attempt shall not retake the assessment within a period of six months, unless the SwS umpires committee has considered the candidate's individual case and is satisfied that the candidate should be permitted an additional opportunity to retake the assessment.

4.4.9 Assessors shall use SwS standard assessment forms and apply SwS standard guidelines.

4.4.10 A candidate may alternatively sit and pass a WS international umpire performance assessment for the disciplines umpired fleet racing, match racing or team racing, or if approved by the SwS umpires committee, assessments for these disciplines organized by another MNA or suitable organization.

4.5 Reference Forms

If a candidate for first appointment must have obtained SwS reference forms in order to be appointed, the following provisions shall apply:

- (a) A candidate shall inform the umpire requested to give the recommendation before the first racing day of the event. An umpire requested to give a recommendation may decline to do so before the first race of the event.
- (b) Once the first race of the event is in process the candidate shall be assessed and the reference form shall be issued independent of the result.
- (c) The umpire requested to give the recommendation shall share the result with the candidate and send a copy of the form to the SwS umpires committee and the candidate within 14 days after the event.
- (d) Applications may include a mix of umpired fleet, match and team racing reference forms.
- (e) SwS standard reference forms shall be used and SwS standard guidelines for reference forms shall be applied. The reference forms and guidelines can be downloaded from the SwS website.

Addendum A – Changed Procedure for First Appointments and Reappointment in the Transitional Period 2023 - 2025

1 Provisions for all Appointments

- 1.1 If a qualification in UCQ 3.4 or 3.5 requires to be met within a period of 4 years, the period is changed so that it begins on 01 December 2017 and ends on 30 November of the year the application for first appointment under UCQ A2.1 or UCQ A3.1 is submitted to the SwS umpires committee.
- 1.2 The SwS umpires committee decides on each application after it has been submitted.

2 Provisions for First Appointment as Swiss Sailing Umpires

- 2.1 A candidate applying for SU not later than 30 November 2024 may be appointed at any time before this date provided they comply with the following provisions:
 - (a) meet the requirements of UCQ 3.1, 3.2, 3.3 and 3.4.2;
 - (b) follow the procedures of UCQ 2(a) and (b).
- 2.2 An appointment under UCQ A2.1 ends on 31 December 2025 unless extended as provided in UCQ A2.3.
- 2.3 An umpire first appointed under UCQ A2.1 may apply to extend the period of their first appointment anytime but not later than 30 November 2025 for a designated period beginning on 1 January of the year after the appointment and ending on 31 December 2028 provided they comply with the following provisions:
 - (a) meet the requirements of UCQ 3.1, 3.2, 3.3 and 3.4.2;
 - (b) meet the requirements of UCQ 3.4.1(b);
 - (c) follow the procedures under UCQ 2(a) and (b).

3 Provisions for First Appointment as National Umpires

- 3.1 Candidates applying as NU not later than 30 November 2024 may be appointed at anytime provided they comply with the following provisions:
 - (a) meet the requirements of UCQ 3.1, 3.2, 3.3, 3.5.1(a), (b), and 3.5.2;
 - (b) follow the procedures of UCQ 2(a) and (b).
- 3.2 An appointment under UCQ 3.1 ends on 31 December 2028.

4 Provisions for Reappointment as National Umpires

- 3.1 Any NU appointment issued before 2023 ends by 31 December 2024.
- 3.1 A NU appointed before 2023 applying for reappointment not later than 31 October 2024 may be reappointed at any time provided, they comply with the following provisions:
 - (a) meet the requirements of UCQ 3.1, 3.2, 3.3, 3.5.1(a) and 3.5.2;
 - (b) follow the procedures of UCQ 2(a) and (b).