# I Swiss Sailing Umpire Reference Form

Version 1.1 10 July 2024

### A General

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| **Event** | **Insert event name.** |
| **Venue** | **Insert venue.** |
| **Date** | **Click or tap to enter a text.** |
| **Format Type** | **Choose a format type.** |
| **Reference Code (obtained from umpires-committee@swiss-sailing.ch)** | **Click or tap to enter the code.** |
| **Candidate’s ID** | **Insert candiate’s last name.** |
| **Insert candidate’s first name.** |
| **Insert candidate’s email address.** |
| **Chief Umpire’s or IU’s ID, (signing the reference form)** | **Insert CU’s/IU’s last** **name.** |
| **Insert CU’s/IU’s first name.** |
| **Insert CU’s/IU’s email address.** |

### B Criteria and Scores

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| 1 | Observation |
| **Minimum Mark and Score:**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  | **1** | | **2** | | **3** | | **4** | | **5** | | **Don’t Know** | |  |  |  | **Beginner** | | **Emerging** | | **Progressing** | | **Competent** | | **Proficient** | |  | | **Insert Candidate’s Score** | | |  |  |  |  |  |  |  |  |  |  |  | | **Required Minimum Mark** | **NU** | **5** | **not yet NU** | | | | | | | | **NU** | |  | | **SU** | **4** | **not yet SU** | | | | | | **SU** | | | |  | |
| **Comments:**  **Click or tap to enter a text.** |
| 1.1 | Identifies their boats NU 85 % / SU 75 % of the time. |
| 1.2 | Spots competitor activities: flags, penalties, breakdowns, arm signals and hails. |
| 1.3 | Observes relevant race committee actions: start sequence, recalls, course changes. |
| 1.4 | Observes other umpire boats and adjusts position and signals accordingly. |
| 1.5 | Observes when other umpires need assistance |
| 1.6 | Does not comment on irrelevant issues for own boats or others. |
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| 2 | Communication Communicates effectively with fellow umpire and others involved in a race. |
| **Minimum Mark and Score:**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  | **1** | | **2** | | **3** | | **4** | | **5** | | **Don’t Know** | |  |  |  | **Beginner** | | **Emerging** | | **Progressing** | | **Competent** | | **Proficient** | |  | | **Insert Candidate’s Score** | | |  |  |  |  |  |  |  |  |  |  |  | | **Required Minimum Mark** | **NU** | **5** | **not yet NU** | | | | | | | | **NU** | |  | | **SU** | **4** | **not yet SU** | | | | | | **SU** | | | |  | |
| **Comments:**  **Click or tap to enter a text.** |
| 2.1 | Speaks English at umpire speed. |
| 2.2 | Understands English at umpire speed. |
| 2.3 | Uses standard umpire terminology. |
| 2.4 | Communicates clearly and calmly with fellow umpires. |
| 2.5 | Communicates clearly and appropriately with competitors and other race officials. |
| 2.6 | Listens to and takes account of fellow umpire’s opinions and observations. |
| 2.7 | Gives and receives communication with other umpire/wing boat. |
| 2.8 | Speaks the key facts and rule transitions concisely as they occur. |
| 2.9 | Predicts and states when appropriate standard racing manoeuvres and most likely option NU 75 % / SU 65 % of the time. |
| 2.10 | Communicates decisions and reasons, only stating facts/rights/obligations when relevant. |
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| 3 | Rules: Application and Decisions Applies rules, cases and calls correctly and makes timely, accurate and consistent decisions on the water. |
| **Minimum Mark and Score:**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  | **1** | | **2** | | **3** | | **4** | | **5** | | **Don’t Know** | |  |  |  | **Beginner** | | **Emerging** | | **Progressing** | | **Competent** | | **Proficient** | |  | | **Insert Candidate’s Score** | | |  |  |  |  |  |  |  |  |  |  |  | | **Required Minimum Mark** | **NU** | **5** | **not yet NU** | | | | | | | | **NU** | |  | | **SU** | **4** | **not yet SU** | | | | | | **SU** | | | |  | |
| **Comments:**  **Click or tap to enter a text.** |
| 3.1 | Has a clear understanding of relevant definitions. |
| 3.2 | Identifies right-of-way boat and basic obligations and opportunities NU 85 % / SU 75 % of the time. |
| 3.3 | Recognises and applies the principles of rule 15 and 16. |
| 3.4 | Identifies when rule 17 applies and interprets proper course correctly. |
| 3.5 | Calls incidents at marks correctly and recognizes when rule 18 turns on and off. |
| 3.6 | Identifies obstructions and boundaries and when rule 19 turns on and off. |
| 3.7 | Understands rule 42 and penalises when appropriate. |
| 3.8 | Proposes a decision promptly after a rule is broken. |
| 3.9 | Calls and processes multiple incidents occurring in rapid succession or at the same time. |
| 3.10 | Clearly describes incidents after racing from the umpires' perspective and explains any calls made. |
| 3.11 | Demonstrates good knowledge of rules, cases and calls both afloat and in discussions |
| 3.12 | Makes correct calls even when working with less competent umpires. |
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| 4 | Boat Driving and Positioning Drives the umpire boat well and consistently, maintaining a good position to call incidents. |
| **Minimum Mark and Score:**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  | **1** | | **2** | | **3** | | **4** | | **5** | | **Don’t Know** | |  |  |  | **Beginner** | | **Emerging** | | **Progressing** | | **Competent** | | **Proficient** | |  | | **Insert Candidate’s Score** | | |  |  |  |  |  |  |  |  |  |  |  | | **Required Minimum Mark** | **NU** | **5** | **not yet NU** | | | | | | | | **NU** | |  | | **SU** | **4** | **not yet SU** | | | | | | **SU** | | | |  | |
| **Comments:**  **Click or tap to enter a text.** |
| 4.1 | Operates powerboats appropriate to the discipline. First preparation, leaving/returning to mooring/dock, going to and returning from the course safely, transferring personnel safely. |
| 4.2 | Follows the basic position plan and principles, modifying when appropriate. |
| 4.3 | Correct position to make decisions NU 80 % / SU 65 % of the time. |
| 4.4 | Minimum level of interference and no unnecessary wash, but not to the detriment of making correct decisions. |
| 4.5 | Anticipates possible manoeuvres and drives proactively (not reactively). |
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| 5 | Procedures Complies with World Sailing procedures. |
| **Required Minimum Mark and Candidates Score:**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  | **1** | | **2** | | **3** | | **4** | | **5** | | **Don’t Know** | |  |  |  | **Beginner** | | **Emerging** | | **Progressing** | | **Competent** | | **Proficient** | |  | | **Insert Candidate’s Score** | | |  |  |  |  |  |  |  |  |  |  |  | | **Required Minimum Mark** | **NU** | **5** | **not yet NU** | | | | | | | | **NU** | |  | | **SU** | **4** | **not yet SU** | | | | | | **SU** | | | |  | |
| **Comments:**  **Click or tap to enter a text.** |
| 5.1 | Understands World Sailing procedures for umpires. |
| 5.2 | Is well prepared both ashore and afloat. |
| 5.3 | Handles competitor-initiated and umpire-initiated penalties correctly. |
| 5.4 | Proper use of radio, including procedures and response to calls. |
| 5.5 | Understands and applies protest committee procedures. |
| 5.6 | Understands and applies procedures for damage, black flag |
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| 6 | Temperament and Behaviour Has the temperament and behaviour expected of an Swiss Sailing NU or SU. |
| **Minimum Mark and Score:**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  | **1** | | **2** | | **3** | | **4** | | **5** | | **Don’t Know** | |  |  |  | **Beginner** | | **Emerging** | | **Progressing** | | **Competent** | | **Proficient** | |  | | **Insert Candidate’s Score** | | |  |  |  |  |  |  |  |  |  |  |  | | **Required Minimum Mark** | **NU** | **5** | **not yet NU** | | | | | | | | **NU** | |  | | **SU** | **4** | **not yet SU** | | | | | | **SU** | | | |  | |
| **Comments:**  **Click or tap to enter a text.** |
| 6.1 | Accepts World Sailing rules, cases, calls as well as World Saling and Swiss Sailing policies. |
| 6.2 | No alcohol until the work of the day is done. |
| 6.3 | Is a team player and pulls own weight within the team. |
| 6.4 | Keeps to time. |
| 6.5 | Responds in a timely manner to pre- and post-event communication. |
| 6.6 | Has respect for other people's property and treats accordingly. |
| 6.7 | Consciously minimizes any adverse environmental impact of the sport. |
| 6.8 | Establishes and maintains good relations with fellow umpires, competitors, organisers and Race Committee. |
| 6.9 | No prejudice to any competitors, either negative or positive. |
| 6.10 | Works well under pressure. |
| 6.11 | Is willing to learn, accepts change and has a positive attitude to feedback from others. |
| 6.12 | Helps less competent umpires positively both afloat and ashore. |
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| 7 | Physical Fitness Is able to spend long days afloat in small boats in bad conditions and maintain focus. | |
| **Minimum Mark and Score:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  | **1** | **2** | **Don’t Know** | |  |  |  | **not adequate** | **adequate** |  | | **Insert Candidate’s Score** | | |  |  |  | | **Required Minimum Mark** | **NU** | **2** | **not yet NU** | **NU** |  | | **SU** | **2** | **not yet SU** | **SU** |  | | |
| **Comments:**  **Click or tap to enter a text.** | |
| 7.1 | Mobility adequate for transferring between small boats afloat in moderate conditions and able to stand in good position to umpire. | |
| 7.2 | Hearing, eyesight and voice adequate to function as an umpire. | |
| 7.3 | Participates and contributes in meetings and debriefings after long days on the water. | |
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| 8 | Experience and Activity Has experience to become/serve as an Swiss Sailing umpire or National Umpire. | |
| **Minimum Mark and Score:**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  | **1** | | **2** | | **3** | | **4** | | **5** | | **Don’t Know** | |  |  |  | **Beginner** | | **Emerging** | | **Progressing** | | **Competent** | | **Proficient** | |  | | **Insert Candidate’s Score** | | |  |  |  |  |  |  |  |  |  |  |  | | **Required Minimum Mark** | **NU** | **5** | **not yet NU** | | | | | | | | **NU** | |  | | **SU** | **4** | **not yet SU** | | | | | | **SU** | | | |  | | |
| **Comments:**  **Click or tap to enter a text.** | |
| 8.1 | Has umpired at an adequate number of high-level and lower level events. | |
| 8.2 | Is familiar with the types of sailboats that are typically used for umpired racing. | |
| 8.3 | Is umpiring at an adequate number and appropriate level of events every year. | |
| 8.4 | NU only: Has experience as a “lead” umpire. | |
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| 9 | Overall Result | |
| **Comments not covered above**  **Click or tap to enter a text.** | |
| **State of the reference** | **Choose an element.** |
| **Recommendation:** | Should the candidate be encouraged to apply as NU?  **Choose an element.** |
| Should the candidate be encouraged to apply as SU?  **Choose an element.** |

**Chief Umpire’s / International Umpire’s confirmation:**

**Statement: Choose an element.**

**Date: Click or tap to enter a date.**

**Signature:** ..........................................

# II Guidelines for Completing the Swiss Sailing Umpire Reference Form

### A General

Swiss Sailing appoints 2 types of umpires, Swiss Sailing Umpires (SU) and National Umpire (NU). In the introduction of the Swiss Sailing Umpire Competences and Qualifications Document (UCQ) the skill levels of SU and NU are described as follows:

1. Umpires appointed as SU are experienced umpires with a solid knowledge of the rules, boat handling and positioning.
2. 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).

Therefore, for the purposes of providing a recommendation (reference form) or carrying out a performance assessment the minimum required skill level in this form is mostly for **SU, level 4 “competent”** and for **NU, level 5 “proficient”**. However, for some criteria the minimum requirement for NU and SU are the same and the terminology explaining the standard level is different. In such a case the minimum requirement ifs for **NU and SU level 2, “adequate”.**

The form is designed to be completed electronically and sent as Word Document to the Swiss Sailing umpire committee. If this is not possible, the form may be printed out, completed by hand and scanned. In this case a signed PDF copy shall be returned to the Swiss Sailing umpires committee.

Please mark the applicant in the following way:

* Candidates for NU  
  For each overall category tick one of the marks for “NU Standard” (green bar) or one of the marks for “not yet NU Standard” (orange bar) in the check mark row, or the “Don’t Know\* check mark on the right side of the check mark row.
* Candidates for SU  
  For each overall category tick one of the marks for “SU Standard” (green bar) or one of the marks for “not yet SU Standard” (orange bar) in the check mark row, or the “Don’t Know” check mark on the right side of the check mark row.
* Write Comments / Needs for improvement / Special strengths for each overall category (refer to detailed criteria).

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| **NU standard (green bar) /**  **SU standard (green bar)** | You have evidence that the candidate meets at least the minimum mark of the criteria listed in the reference form. The green bar covers the range of marks where a candidate meets the requirements for NU or SU.  Add your observations about special strengths and particular areas where the candidate would benefit from improvement.  If a candidate’s score in all criteria is NU standard or SU standard, the Chief Umpire would normally recommend that the candidate should be encouraged to apply for NU or SU. |
| **Not Yet NU standard / Not Yet SU standard**  **(orange bar)** | You have evidence that the candidate does not meet some of the criteria listed in the reference form.  Record this on the form with a mark on the check mark row, but not at the NU or SU standard end; you can use the check marks in between the ends to mark how close to, or how far away from NU or SU standard the candidate’s performance is. Such a mark in any category means that the candidate is not yet on NU level or SU level, and the Swiss Sailing Umpires Committee is unlikely to appoint this candidate as NU or SU.  Therefore, if a candidate’s score in one or more criteria is below NU or SU standard or SU standard, the Chief Umpire would normally recommend that the candidate should not yet or not be encouraged to apply for NU or SU. |
| **Don’t know** | You have insufficient evidence to form a considered judgement. This may happen when the number of races/matches is insufficient or the races/matches observed do not have enough incidents.  You should still provide any observations about the candidate’s performance. |
| **Note** | All marks, comments and suggestions must be shared with the candidate before the form is submitted.  For all comments and suggestions, refer to the detailed criteria below. The question under Overall Assessment must be answered. |

### B Guidance for the Chief Umpire (or International Umpire)

The candidate’s request for a reference form includes the request to submit the reference to Swiss Sailing. Once the reference is requested, neither the candidate nor the Chief Umpire may decide to not submit the completed reference. If the Chief Umpire decides that there is inadequate information to evaluate the candidate, then the reference would be submitted and marked as an “incomplete” reference.

After a candidate has requested to receive a reference form the Chief Umpire Swiss Sailing will check with the Chief Umpire whether he accepts to give a reference to the candidate and send him a Reference Form Code which must be inserted in the table of the “General” section of the form, together with the other information required. The Reference Form Code shall not be shared by the Chief Umpire.

Please complete at the event and discuss it with the candidate before so that it arrives no later than 4 weeks after the event has finished. Please do not complete a reference form retrospectively as this undermines the teaching nature of the process.

If you have a close personal or family relationship or financial association with the Candidate you should decline to provide a reference for the Candidate, since you would have a Conflict of Interest in doing so. A reference completed more than 4 weeks after the event cannot be considered for an IU application. It also undermines the teaching nature of the process.

### C Advice on Conducting an Assessment

Under the current regulation it is only necessary for a candidate SU/NU to have 3 completed reference forms that support appointment as an SU/NU. Therefore, you should always maintain a high level of quality in your assessments. If you have any doubt about a candidate, you should raise your concerns with the candidate and document them on the form.

In order to improve the quality and consistency of the assessment you should try to select (with care) other senior NU’s or IU’s on the team to assist you in making the assessment. If you involve other umpires in the assessment, please indicate on the form those who have contributed.

If the event is long enough, discuss daily with the other umpires involved in the assessment process. This will help identify areas which should be developed and permit the candidate the opportunity to learn and improve during the event.

The contents must always be shared with the candidate SU/NU. This is a tool to help a candidate develop towards being a better umpire. Often the assessment process provides an assessor with the opportunity to reflect on their own performance and can be an aid to personal development for all involved. This should not be seen as a stressful or negative process.