



GUIDELINES FOR COMPLETING THE IJ REFERENCE FORM 2017

To complete a PDF Acrobat form, please refer to the [Filling out Reference Forms 2017.pdf](#) document in the package

- **For each overall category, please check**
 - ✓ **either end box (IJ Standard or NJ Standard) of the check mark row, or**
 - ✓ **a check mark in between the end boxes, or**
 - ✓ **the Don't Know check mark.**
- **Write Comments / Needs for improvement / Special strengths for each overall category (refer to detailed criteria). Detailed comments with reference to specific criteria numbers (example 2.3) add value to this referral**

IJ Standard end	You have evidence that the candidate meets the criteria listed below. Add your observations about special strengths and particular areas where the candidate would benefit from improvement.
NJ standard end or Check mark in between the ends	You have evidence that the candidate does not meet some of the criteria listed below. Record this on the form with a mark on the check mark row, but not at the IJ Standard end; you can use the check marks in between the ends to mark how close to, or how far away from IJ standard the candidate's performance is. Such a mark in any category means that the candidate is not yet on IJ level, and the IJSC is unlikely to recommend that this candidate be appointed as IJ.
Don't Know	You have insufficient evidence to form a considered judgement. 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.

Performance Assessment Criteria:

- 1. Rules Knowledge**
 1. Did the judge demonstrate good rules knowledge and a proper understanding of their application?
 2. Was the judge able to correctly identify breaches of rule 42?
 3. Did the judge recognise the principles of RRS Rules 14, 15, and 16?
 4. Did the judge demonstrate an awareness of proper race committee procedures?
 5. Did the judge have a clear understanding of the definitions?
 6. Was the judge able to identify the precise moment of rule transition?
 7. Did the judge demonstrate a willingness to accept the rules as written (including NoR and SIs?)

- 2. Communication**
 1. Does the judge speak and understand English?
 2. Is the judge a good listener, taking into account fellow jurors opinions and observations?
 3. Does the judge use internationally acceptable terminology?
 4. Did the judge demonstrate proper use of radio, including procedures and response to calls?
 5. Was the judge able to clearly describe an incident after the event, both afloat and ashore?
 6. Is the judge able to communicate clearly and calmly with fellow-judges, competitors and organisers?

3. Hearings

1. Was the judge punctual at hearings?
2. Did the judge understand and follow protest committee procedures?
3. Did the judge demonstrate the ability to identify the key facts?
4. Did the judge ask pertinent questions based on the getting to the relevant facts?
5. Did the judge come to a logical conclusion and a proper decision?
6. Did the judge contribute meaningfully to the discussions in the jury room?
7. Having expressed an opinion, was the judge willing to accept the decision of the team?

4. Boat Handling & Driving

1. Was the judge able to operate small power boats?
2. Did the judge properly prepare the boat?
3. Was the judge skilled at mooring or docking, and motoring to and returning from the course safely?
4. Did the judge demonstrate proper positioning on the race course for the enforcement of rule 42?
5. Was the judge sensitive to wash, wake and windage?

5. Temperament & Behaviour

1. Is the judge willing to learn and accept change?
2. Does the judge accept World Sailing's rules and cases and comply with World Sailing's code of conduct?
3. Is the judge willing to work within a team?
4. Does the judge keep calm under stress, and is he able to make timely accurate decisions?
5. Is the judge open minded and does he accept the point of view of others?
6. Is the judge empathic with competitors, but treats all Jury room matters as highly confidential?
7. Is the judge able to maintain good relations with judges, organisers and race committee?
8. Is the judge cordial and polite, but keeps appropriate distances from competitors, coaches and team leaders?
9. Does the judge have respect for other people's property equipment, yachts, etc.?
10. Does the judge have appropriate dress code at all times (on the water, in the jury room, socially after work)?
11. Does the judge abstain from alcohol until the work of the day is done?
12. Does the judge refrain from unauthorised communication with the media?
13. Does the judge demonstrate lack of prejudice to all competitors - either negative or positive?

6. Physical Fitness

1. Is the judge able to spend long days on the water in small boats in bad conditions?
2. Is the judge mobile enough to transfer between small boats afloat in moderate conditions?
3. Does the judge have any impairment that could effect his accepting a position as an IJ?

Guidance for the Jury Chairman

The candidate's request for a reference form includes the request to submit the reference to World Sailing. Once the reference is requested, neither the candidate nor the Jury Chairman may decide to not submit the completed reference. If the Chairman decides that there is inadequate information to evaluate the candidate, then the reference would be submitted and marked as an "incomplete" reference.

Please complete this form **at the event** and discuss it with the candidate before sending it to the World Sailing office so that it arrives no later than 4 weeks after the event finished, by pressing the "Submit by Email". 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 IJ application. It also undermines the teaching nature of the process.

Advice on conducting an Assessment

- Under the current regulation it is only necessary for a candidate IJ to have 3 completed reference forms that support appointment as an IJ. 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 IJs on the jury to assist you in making the assessment.
- If you involve other judges in the assessment, please indicate on the form those who have contributed.
- If the event is long enough, discuss daily with the other judges 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. It will also permit you to give the candidate specific opportunities such as scribing or chairing a hearing. If you do this, please give them the opportunity to prepare before hand.
- The contents of this form **must always be shared** with the candidate IJ. This is a tool to help a candidate develop towards being a better judge. 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.
- Remember that the jury chairman signs and hands in the form and is responsible for the content of it. This form should reach the World Sailing office within 4 weeks of the event ending in order for the reference to be considered in an IJ application.