Assistant Race Officer (ARO)	
Description	An ARO is capable of assisting in the running of a race as a member of the Race Committee crew of a regatta.
Certification	By the Provincial Sailing Association (PSA).
Pre-requisites for certification	Sailing or boating experience. Successful completion of the 4 hour CYA ARO Race Management Seminar given by a CYA Race Management Course Conductor (RMWGC).
Training Book requirement	Join the Race Committee Team.
Supporting documentation	▪ PSA record of ARO Seminar attendance within four years of the application. ▪ A CYA Race Officer Application form.
Recertification*	▪ By the PSA after evidence of service at a minimum of four events per certification period. ▪ Submit application for re-certification to the PSA using a CYA Race Officer Application form.

Club Race Officer (CRO)	
Description	A CRO is capable of managing the 'on-the-water' operations of regattas at the club and provincial levels.
Certification	By the PSA.
Pre-requisites for certification	▪ Successful completion of the 12 hour CYA CRO Race Management Seminar given by a CYA Race Management Course Conductor (RMCC). ▪ Record of practical experience in Race Committee organization, as a Race Officer (RO) at a minimum of two events.
Training Books requirements	▪ Join the Race Committee Team. ▪ Current version of the Racing Rules of Sailing. ▪ Current edition of the CYA Race Management Manual.
Supporting documentation	▪ PSA record of CRO Seminar attendance in the last four years prior to the application. ▪ A CYA Race Officer Application form.
Recertification*	By the PSA. ▪ After evidence of service at a minimum of four events per certification period as a race officer. ▪ Submit application for re-certification to the PSA using a CYA Race Officer Application form.

National Race Officer (NRO)	
Description	A NRO is capable of managing the 'on-the-water' operations of provincial, regional and national championships, utilizing a variety of racing formats.
Certification	By the CYA Race Management Working Group (RMWG).
Pre-requisites for certification	- Minimum two year service as CRO. - Minimum four events as a RO, Principal Race Officer (PRO), Deputy Race Officer (DRO) or Mentor within the past two years. - Successful completion of the CYA Race Management Seminar within the last four years prior to the application. - Applicants must show they have kept abreast of the changes made to the current RRS and are certified at any level as a jurist. - Evidence of experience in varying currents, depths and weather conditions. - Evidence of exposure to different venues. - Experience with different racing formats such as one design racing, handicap keel boat racing, buoy racing and utilization of various course formats; windward/leeward, trapezoid, triangle, upwind and downwind finishes. - Demonstrating 'on-the-water' ability, particularly in stress situations and positive results of a review by peers and mentors.
Training Books requirements	- Join the Race Committee Team. - Current version of the Racing Rules of Sailing. - Current edition of the CYA Race Management Manual. - Recommended ownership of ISAF cases, CYA appeals and ISAF Q&A's. The documents are available for purchase on-line or via free download in PDF format.
Supporting documentation	- Sailing instructions drafted under the responsibility of the applicant for a handicap keelboat and/or one design event where the applicant served as a RO or PRO. - A CYA Race Officer Application form. - An email address list of four (4) National and higher officials (ROs, Judges & Umpires) who have served with the candidate for major events over the preceding four years with at least two being Race Officers. - Report forms will be sent to selected references by the RMWG.
Recertification*	- By the CYA RMWG. After evidence of service at a minimum of four events per certification period as PRO, RO, DRO or Mentor of same. - Applicants must show they have kept abreast of the changes made to the current RRS and are certified at any level as a jurist. - Submit application for re-certification to the CYA using a CYA Race Officer Application form. - Attendance of a CYA Race Management Seminar within the last six years.

Senior National Race Officer (SNRO)	
Description	A SNRO is capable of managing, as RO or PRO, the 'on-the-water' operations of national and international championships of above-average size and complexity. The SNRO is familiar with all racing formats. The SNRO is familiar and has experience in every area of conducting a multi class regatta from participation as a member of the OA to leader of the race committee.
Certification	By the CYA RMWG.
Pre-requisites for certification	- Minimum two years service as NRO. - Minimum four events as a RO, PRO, DRO or Mentor within the past two years. - Successful completion of the CYA Race Management Seminar within the last four years prior to the application. - Applicants must show they have kept abreast of the changes made to the current RRS and are certified at any level as a jurist. - Evidence of experience in varying currents, depths and weather conditions. - Evidence of exposure to different venues. - Evidence of knowledge of all the various formats of racing and experiences with fleet racing plus a minimum of two other formats: (match, radio, board, team, offshore). - Evidence of running races utilizing at least 5 of the following 6 formats; windward/leeward, trapezoid, triangle courses, Z course sailboard races, multiple class starts, and handicap racing. - Demonstrating 'on-the-water' ability, particularly in stress situations and positive results of a review by peers and mentors.
Training Books requirements	- Join the Race Committee Team. - Current version of the Racing Rules of Sailing. - Current edition of the CYA Race Management Manual. - Recommended ownership of ISAF cases, CYA appeals and ISAF Q&A's. The documents are available for purchase on-line or via free download in PDF format.
Supporting documentation	- Sailing instructions drafted under the responsibility of the applicant for a provincial, regional championship, national or international championship where the applicant served as an RO or PRO. - A CYA Race Officer Application form. - An email address list of six (6) National and higher officials (ROs, Judges & Umpires) who have served with the candidate for major events over the preceding four years with at least two being Race Officers. Report forms will be sent to selected references by the RMWG.
Recertification*	- By the CYA RMWG. After evidence of service at a minimum of four events per certification period as DRO, PRO, RO, or Mentor of same. - Applicants must show they have kept abreast of the changes made to the current RRS and are certified at any level as a jurist. - Submit application for re-certification to the CYA using a CYA Race Officer Application form. - Attendance of a CYA Race Management Seminar within the last six years.

International Race Officer (IRO)	
Description	An IRO is responsible for the Organization and management of International racing events and may serve as the RO, the PRO, as a Class appointed Course Representative, as a Member National Authority (MNA) appointed Course Representative or as an ISAF appointed Course Representative.
Certification	• By the International Sailing Federation (ISAF). • Prior to being nominated as an IRO candidate by CYA, the applicant must be approved by the CYA RMWG.
Pre-requisites for certification	• The first time applicant must have served as an SNRO for the CYA for a minimum of four years. • First time applicants must file their applications with the CYA by July 1st of the year they wish to be considered by ISAF.
Supporting documentation	Completed ISAF application form available on the ISAF website.
Recertification	By ISAF

RACE MANAGEMENT COURSE CONDUCTOR (RMCC)	
Description	A RMCC is a NRO or higher level who has been trained to give CYA Race Management Courses to applicants seeking ARO or CRO status.
Certification	By the CYA RMWG.
Pre-requisites for certification	• Minimum two years service as a NRO or higher. • After successful organization and running two ARO and CRO Race Management Seminars under supervision of a RMCC during the last two year period.
Supporting documentation	• A list of all courses conducted over the preceding two year period, including names, current email addresses of the Seminar chairman and/or Host Official and the supervising RMCC. • A CYA Race Officer Application form.
Recertification*	• Must hold three Race Management Seminars per certification period. • List of all courses conducted during the certification period. • Must have attended an IRO, advanced US-Sailing course or a CYA Race Management Seminar within the past certification period. • By the CYA RMWG. • Submit application for re-certification to the CYA using a CYA Race Officer Application form.

RACE MANAGEMENT INSTRUCTOR (RMI)	
Description	A RMI is a RMCC with a SNRO or higher level certification who has been trained to instruct the CYA Race Management Seminar to applicants seeking certification as a NRO or SNRO
Certification	By the CYA RMWG after acting as an instructor trainee at a CYA Race Management Seminar.
Pre-requisites for certification	▪ Minimum two year service as a RMCC. ▪ Current certification as a SNRO or higher. ▪ After successful organization and running of one CYA Race Management Seminar under supervision of a certified RMI during the last two year period either as the primary or assistant instructor.
Supporting documentation	▪ A list of all courses conducted over the preceding four year period, including names, current email addresses of the Seminar chairman and/or Host Official and the supervising RMI. ▪ Submitting a CYA Race Officer Application form.
Recertification*	▪ Submit application for re-certification to the CYA using a CYA Race Officer Application form. ▪ List of all courses conducted during the certification period. ▪ By the CYA RMWG.

*There will be a 4-year certification period, expiring December 31st. (First term will then be certification year plus 3 years).

This form should be completed by National or higher level Race Official. Please send the form to CYA. All forms will be treated confidentially and will be considered along with the candidate's application.

Candidate's Name:	Province
Address:	
Tel:	E-mail:

How long have you known the candidate?

List below the important events where you have worked together, specifying your role and that of the candidate:

Event	Role of Candidate	Your Role at Event

Please write Comments / Needs for improvement / Special strengths for each category below

1. Rules Application *	Not Yet Acceptable		Acceptable		Don't know	

2. Course Management *	Not Yet Acceptable		Acceptable		Don't know	

3. Observation *	Not Yet Acceptable		Acceptable		Don't know	

4. Communication *	Not Yet Acceptable		Acceptable		Don't know	

5. Temperament & Behaviour *	Not Yet Acceptable		Acceptable		Don't know	

6. Physical Fitness *	Not Yet Acceptable		Acceptable		Don't know	

7. Comments Not covered above	Other special strengths:
	Other difficulties:

Reviewer	Name:	Signature:	Date: