

ISAF Team Racing Rapid Response Calls – Administration Procedure 1.1

1.0 GENERAL

- 1.1 The Team Racing Rapid Response Call Working Party shall consist of approximately eight (8) International Umpires appointed by the Chairman of the Racing Rules Committee. The Chairman of the working party shall also be appointed by the Chairman of the Racing Rules Committee.

2.0 SUBMISSIONS

- 2.1 Source - Submissions for proposed calls may originate from any of the following sources:
- a) An ISAF International Umpire may submit a proposed call.
 - b) The Chief Umpire may submit an event call. All event calls originating from ISAF Team Racing events should be submitted to the Team Racing RR Call Working Party.
 - c) This Working Party
- 2.2 The format of a proposed call should parallel the ISAF Team Racing Call Book. If a diagram is required, the diagram if possible, should be created using TSS software with the file attached.
- 2.3 Proposed Calls shall be submitted to ISAF. A proposed call that is submitted directly to a member of the Working Party shall be forwarded to ISAF along with the contact information for the originator.

3.0 PROCEDURE

- 3.1 ISAF shall promptly log each Call Submission and assign it a unique tracking number. The Call Tracking Log shall contain:
- a) The call tracking number in the form yyyy-Team AA where “yyyy” is the year in which the submission is received and “AA” is an alphabetic sequence designation. The sequence begins each year with AA, AB, AC, etc. If there are more than 26 submissions in a single year, the sequence will continue with BA, BB, BC, etc. For example, the 27th call received in 2001 will have a call tracking number of 2001-Team BA.
 - b) The date the submission is received.
 - c) The name of the originator.
 - d) The target date for completion.
 - e) The name of the Call Manager.
 - f) The date the submission is closed.
 - g) The disposition. The submission will either be accepted and assigned a Team Racing Rapid Response Call number or it will be rejected.

- 3.2 ISAF shall notify the submission originator informing them of the temporary Call number and suggest a date when it would be reasonable to request a progress update – normally 4 weeks after receipt of the proposed Call.
- 3.3 ISAF will appoint a Call Manager from the Working Group by rotation.
- 3.4 The proposed call, the name of the Call Manager, and the target date for completion shall be sent by ISAF to all members of the Working Party. Comments are expected within 7 days.
- 3.5 If a member is not able to respond promptly as the Call Manager, due to other commitments, he or she shall inform ISAF and the Call Manager assignment will be passed to the next member in rotation. All Working Party members will be kept informed of changes in Call Manager assignments.
- 3.6 The working party will first consider whether the call is correct under the Racing Rules of Sailing. Secondly, if the call is correct, the working party will decide if the call should be published.
- 3.7 The Call Manager may amend the proposed Call based on comments received and re-send the call to the Working Party members inviting further comment. Call Managers are not expected to make significant changes.
- 3.8 The Call Manager will summarize the final comments and based on those comments, recommend one of the following actions:
 - a) The Call is correct (as amended) – requires a clear majority of 3 WP members active with the call (at least 3-0, 4-1, or 5-2). In addition, the call is supported and will be published. - requires a simple majority of active working party members.
 - b) The Call is rejected for the attached reasons. The reasons for rejection shall be sent to ISAF.

4.0 SUPPORTED CALLS

- 4.1 When ISAF is advised by the Call Manager that the Call is to be supported, ISAF will assign the Call a Rapid Response Call number in the format “ISAF Team Racing Rapid Response Call xxxx.yy.zz”, where xxxx is the year of issue and yy is the sequence number and zz is the revision number. The Call will also be given a “Valid until” date, which will be 31 December following the next eligible Racing Rules Committee meeting, or until a revised Call is issued by ISAF.
- 4.2 The supported Call will be sent by e-mail to all IU's, MNA's and others approved by the Working Party Chairman to be included in the distribution list. The supported call will also be posted on the ISAF Web Site. ISAF may also develop a mailing list of those who wish to be informed that a new call has been posted on the web site.
- 4.3 The supported Call will be sent to the Match and Team Racing Rules Working Party to be included in the submissions for the next eligible Racing Rules Committee meeting.

5.0 REJECTED CALLS

- 5.1 When ISAF are advised by the Call Manager that the Call is to be rejected, ISAF will send notice of rejection, including the reasons for the rejection, to the originator. It will be made clear that the Call can be amended and re-submitted.

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