

## MYA TECHNICAL OFFICER TERMS OF REFERENCE

### **1 Responsibility.**

- 1.1 Responsible to Council.

### **2 Duties**

#### GENERAL

- 2.1 To endeavour to improve the standard of yacht measurement.
- 2.2 To be responsible for dealing with technical matters on behalf of Council.
- 2.3 To monitor, advise on, and work with the MYA Racing Officer to recommend alterations to MYA competition and racing rules in respect of technical matters.
- 2.4 To report his activities to the Council and the Annual General Meeting.
- 2.5 To withdraw a boat's certificate where appropriate.
- 2.6 To carry out the duties of the Registrars when they are unable to provide them.
- 2.7 To delegate his authority when any conflict of interest exists.

#### INTERPRETATIONS ON CLASS RULES

- 2.8 To issue any ruling or interpretations made concerning MYA National Classes as necessary in accordance with the applicable class rules and COG framework.
- 2.9 To refer any request for a ruling or interpretation concerning IRSA and international classes to the relevant authority.
- 2.10 To inform the Secretary to Council of any ruling or interpretation.

#### MEASURER RELATED

- 2.11 Where a COG or NCA exists, to assist with class specific training for Class Measurers.
- 2.12 Where no COG or NCA exists, to facilitate class specific training for Class Measurers.
- 2.13 Where no COG or NCA exists, to advise Class Measurers of recent class rule changes, measurement guidance, Q&As or interpretations.
- 2.14 To appoint Class Measurers who have attended and passed the MYA class specific training or have demonstrated their ability satisfactorily.

#### CLASS RULES

- 2.15 To submit motions or amendments to Council to amend the class rules of MYA National Classes.
- 2.16 Where no National Class Association exists, to recommend amendments to IRSA and international class rules to the relevant authority.

End

Ratified by MYA Council, 25<sup>th</sup> January 2020

This version replaces all previous versions.

## COG TECHNICAL OFFICER TERMS OF REFERENCE

### **1 Responsibility.**

- 1.1 Responsible to the relevant COG.

### **2 Duties**

#### GENERAL

- 2.1 To endeavour to improve the standard of measurement.
- 2.2 To be responsible for dealing with technical matters on behalf of the COG.
- 2.3 To monitor, advise on, and recommend to the MYA Technical Officer alterations to MYA competition and racing rules in respect of technical matters.
- 2.4 To delegate his authority when any conflict of interest exists.

#### INTERPRETATIONS ON CLASS RULES

- 2.5 To refer any request for a ruling or interpretation concerning IRSA and international classes to the relevant authority.
- 2.6 Except as in 2.5 to assist with any ruling or interpretations made concerning the class as necessary in accordance with the COG framework.

#### MEASURER RELATED

- 2.7 To facilitate class specific training for Class Measurers.
- 2.8 To advise Class Measurers of recent class rule changes, measurement guidance, Q&As or interpretations.

#### CLASS RULES

- 2.9 Where national class rules are open to interpretation, to draft a ballot concerning class rule amendments.
- 2.10 Where required by a national class rule interpretation, to recommend amendments to national class rules to the MYA TO.
- 2.11 Where no National Class Association exists, to recommend amendments to IRSA and international class rules to the relevant authority.

End

Ratified by MYA Council, 25<sup>th</sup> January 2020

This version replaces all previous versions.

## CLASS CAPTAIN TERMS OF REFERENCE

### **1 Responsibility**

Each Class Captain shall be responsible to Council and for working to achieve the Objectives expressed in the relevant Class Owner Group Framework.

### **2 Duties**

- 2.1 To work within the framework of the relevant COG document to promote the class.
- 2.2 To agree dates and venues of National Championships, Ranking Events (where applicable) and District Championships in consultation with the COG or NCA, MYA Racing Officer, Districts and Clubs.
- 2.3 The dates and venues shall be fixed in order of priority, the priority order being:-
  - National Championships
  - Ranking Events
  - District Championships
- 2.4 To enlist the help and support, if considered necessary, of additional assistants.
- 2.5 To enlist a class registrar.
- 2.6 To enlist a class technical officer, where appropriate, to work with the MYA Technical Officer concerning proposed class rule changes and other technical matters.
- 2.7 To create, maintain and update, on a regular basis, a website or web page which shall be linked to the MYA website on which class racing, promotional events and other items of interest to the class can be viewed.

End

Ratified by MYA Council, 25<sup>th</sup> January 2020

This version replaces all previous versions.

## CLASS REGISTRAR TERMS OF REFERENCE

### **1 Responsibility**

- 1.1 A Registrar is responsible to Council where no COG or National Class Association exists.
- 1.2 Where a COG or National Class Association does exist, a registrar is responsible to the relevant COG or National Class Association Executive Committee.

### **2 Duties**

- 2.1 To act in accordance with the relevant class rules.
- 2.2 To issue hull registration numbers to MYA affiliate members only.
- 2.3 To issue certificates to MYA affiliate members only.
- 2.4 To check the Certification Control Forms/Measurement Forms presented and, if necessary, make minor corrections to calculations and data which do not affect the boat's rating and inform the official measurer accordingly.
- 2.5 To check the accreditation of the official measurers submitting Certification Control Forms/Measurement Forms.
- 2.6 To retain the original documentation upon which the current certificate is based.
- 2.7 To keep a paper and electronic copy of all certificates and maintain a file of registered boat names and related details.
- 2.8 When requested, to transfer this documentation to the new certification authority if the hull is exported
- 2.9 To create official copies of certificates to replace:
  - (a) Originals submitted by owners.
  - (b) Originals lost by owners.
- 2.10 Not to reveal measurement information to parties other than the MYA, COG or the National Class Association, where this exists, without Council consent.
- 2.11 Not to register more than one boat with the same name in any one class.
- 2.12 To seek guidance from the IRSA, ICAs, MYA Technical Officer, COG or the National Class Association, as appropriate, where clarification of the Certification Control Form, Measurement Form, certificate, class rules or registration procedure is required.
- 2.13 Where one exists, to assist the Class Captain to maintain an annual record of hull numbers issued and new boat certifications.

### **3 Record Ownership.**

- 3.1 The registrar's records remain the property of the Model Yachting Association.

End

Ratified by MYA Council, 25<sup>th</sup> January 2020

This version replaces all previous versions.

## MYA PERSONAL SAIL NUMBER REGISTRAR TERM OF REFERENCE

### **1.0 Responsibility**

1.1 The Registrar is responsible to the MYA Racing Officer.

### **2.0 Duties**

2.1 The Registrar shall issue personal numbers from 00 to 99 within each MYA District on receipt of a fee as set from time to time by the MYA Council.

2.2 Wherever possible the Registrar shall not allocate identical numbers to owners in the same MYA District.

2.4 PSN Certificates will be sent out to the recipients within 7 working days of the appropriate fee being received by the Registrar.

### **3 Record Ownership.**

3.1 All records and certificates remain the property of the MYA.

End

Ratified by MYA Council, 25<sup>th</sup> January 2020

This version replaces all previous versions.

## MYA SAIL MEASURER & CLASS MEASURER TERMS OF REFERENCE

### *Preamble*

*The agreement between the RYA and MYA regarding appointment of Official Measurers is not yet finalised. The content of these Terms of Reference may, therefore, be subject to change.*

### **1 General**

- 1.1 These Terms of Reference shall apply to all new appointments from January 1st 2020 onwards.
- 1.2 Existing MYA Measurers providing a satisfactory standard of performance may continue to practice until the end of 2022 under their existing MYA appointment, at which time their appointment shall terminate.

### **2 Sail Measurer Appointment**

- 2.1 To be appointed by the RYA as a Sail Measurer for the radio sailing classes, a person shall both attend and pass the RYA Sail Measurement Course.
- 2.2 A Sail Measurer shall comply with all other requirements of the RYA including Individual RYA Membership, duties, training required for re-appointment, etc. This clause shall not apply to MYA measurers listed in December 2019 until the end of 2022.

### **3 Class Measurer Appointment**

- 3.1 Applicants to become MYA Class Measurers shall agree that they are able to receive and send e mails, access information by Internet, and use Excel, Word and Power Point.
- 3.2 To be appointed as a MYA Class Measurer for the other equipment of radio sailing classes, the applicant shall be appointed by the RYA as a Sail Measurer.
- 3.3 To be appointed as a MYA Class Measurer, the applicant shall both attend and pass the MYA class-specific training or have demonstrated their ability to the satisfaction of the MYA.
- 3.4 A MYA Class Measurer shall comply with all requirements of the MYA, including Individual Affiliate MYA Membership, qualification as a RYA Sail Measurer, training required for re-appointment, etc. This clause shall not apply to MYA measurers listed in December 2019 until the end of 2022.

### **4 Class Measurer Duties**

- 4.1 To act in accordance with the relevant class rules and Equipment Rules of Sailing.
- 4.2 To keep a record of sails and other equipment certified.
- 4.3 To seek an interpretation from IRSA or IOMICA, as appropriate, where an IRSA/IOM class rule is unclear. To copy any such correspondence to the class and MYA Technical Officer.
- 4.4 Except as in 4.3, to seek guidance from the COG, the National Class Association, or MYA Technical Officer as appropriate, where clarification of the Certification Control Form, Measurement Form, certificate, class rules or registration procedure is required.
- 4.5 Not to reveal equipment information to parties other than the MYA, COG or the National Class Association, where this exists, without Council consent.

End

Ratified by MYA Council, 27<sup>th</sup> August 2020

This version replaces all previous versions.