



# Electronic Jury Management Tool

Guidance for Race Officials



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## Introduction

### Finally, an online jury tool

The jury will use an electronic event management system for this event. This includes the Official Notice Board, publication of information such as Protest Time Limit, Penalties, and Hearing Schedules, and other pertinent information.

This handbook provides information to members of the Race Management and Organising Authority who may need to interface and cooperate with the Jury Management System. Particularly;

- A. Webtool Editor
- B. Organising Authority Representative
- C. Principal Race Officer / Race Officers / Race Committee
- D. Scorers
- E. Technical Committee
- F. Competitor/ Support Person / (Coach / Parent)
- G. Jury Secretary / Member

This Jury Management System is powered by racingrulesofsailing.org. This system uses email to send notifications to officials and competitors.

### Why an Online Tool?

The competitors, coaches, mums and dads (and even other race management personnel) may be quite curious about the Online Jury Tool. For some people this will be the first time they have come across such a tool. The following are some of the pros and cons of using such a tool.

#### Advantages

- Jury has instant access to the competitor lists.
- No errors in identifying the parties
- Better organisation of protest schedule
- Tidy protest write-ups
- Easy dissemination of information

#### Disadvantages

- Reliant on internet
- Training and familiarisation required
- 3<sup>rd</sup> Party App; Data Privacy Concerns

As always with 'new' technology there will be hurdles to overcome, such as the sometimes lesser degrees of IT literacy of some of the users coupled with their natural scepticism. There will be technical challenges as well.

Overall the advantages far outweigh the disadvantages.

This guide is intended to help the race officials get to grips with the online tool.



Where can I find out more? Where is the 'Official Help'

The most up-to-date help can be found on the website itself. The dedicated web forum contains discussions and help from the developer.

[https://www.racingrulesofsailing.org/posts?forum\\_id=10](https://www.racingrulesofsailing.org/posts?forum_id=10)

Additionally, there is a webpage entitled Help: Best Practices. This can be found at

[https://www.racingrulesofsailing.org/pages/help/best\\_practices](https://www.racingrulesofsailing.org/pages/help/best_practices)



## Empowering the tool in the NoR and Sis

### Sample Event Document Wording

Depending on the degree of utilisation of RRoS, the NOR and SIs must include appropriate empowering wording.

Various degrees of utilisation are as follows:

1. Full ONB with competitor tools enabled – RRoS.org powers the Official Notice Board. Online competitor tools are enabled, such as protest filing, asking questions, requesting equipment substitutions etc.
2. Hybrid Online – The ONB is online, with physical notice boards repeating information. Competitor tools may or may not be enabled.
3. Hybrid Physical – The ONB is a physical notice board, with the online notice board repeating information. Limited or no competitor tools enabled.
4. Backend Functions Only – Only the backend jury tools are used.

### SI 2 – NOTICES TO COMPETITORS

Online Jury Management Tools will be in use at this event, including an Online Official Notice Board (OONB) located at the Regatta Website – Jury Page. The URL for this page is found at XXX

Notices to Competitors, Protest Time Limits, Penalty Information and pertinent information shall be posted on the Online Official Notice Board.

Information and notices may also be repeated in the on the physical Notice Board located at XXX. Failure to post a notice at this location will not be grounds for redress. This changes RRS 62.

### SI 16 PROTESTS AND REQUESTS FOR REDRESS

Protests may only be submitted using the online form or paper forms provided.

The Online Protest Form is available at the Regatta Website – Jury Page - 'File a protest' link. Paper Protest Forms are available at the Regatta Office.

All protests must be received by the race committee within the protest time limit.

Protest Time Limits will be posted on the Online Official Notice Board and may be repeated on physical notice boards.

Notices of protests by the race committee or protest committee will be posted to inform boats under RRS 61.1(b).



## Guidelines on how to perform the main tasks

### Register an account with [racingrulesofsailing.org](http://racingrulesofsailing.org)

The first step for officials is to register an account. This allows the official to be added to an event.

1. Using a web browser, navigate to [racingrulesofsailing.org](http://racingrulesofsailing.org)
2. Click on the 'Sign Up' link, and create an account, entering telephone number and email address, WS SailorID, and other important details.
3. Remember your password or write it down.

### Login to Gain Access – All Officials

All officials must be 'logged in' to access the backend of the tool. If you do not login, you will only see the items intended for the competitors.

1. Log into the main site at [racingrulesofsailing.com](http://racingrulesofsailing.com) and click 'Sign In'. Enter your username and password.
2. Go to Toolbox > My Events
3. Click on the event you are part of.

It is advised to save a bookmark to the event page you will use the most, to avoid having to find the event each time you visit.

### Adding Event Officials to the RRoS Webtool

1. Log into the RRoS website event page and select 'Event Panel'.
2. Scroll down to the section entitled 'Officials'
3. Click on the '+Officials' link.
4. Search for the official using First Name or Last Name. Double-check the email address.
5. Assign a role to the newly added official.

### Uploading a Competitor List

1. Ensure the Competitor List is correctly formatted.
2. Log into the RRoS website event page and click on the 'Competitors' link on the left-hand side.
3. Click the 'Import' link at the top of the page and note the guidance for the file format.
4. Select the file and import the file.

Note: Deleting the and replacing check box may be clicked if there is a change to ALL the competitors' details. This DOES NOT affect previous webtool records.

Note: If just adding a few competitors DO NOT check 'Delete and Replace'.

### Printing Hard Copies of Notices – All Officials

Most of the notices available with RRoS may be printed as a hard copy. This is useful if a physical notice board is to be used in parallel, or simply as a record.



1. Look for the printer icon on the RRoS pages.
2. Click to print that notice as a hard copy or PDF.

Note: Consider the environment whenever printing documents which are already available online.

### Adding a document to the Notice Board

1. Ensure that the electronic document is properly formatted. PDF is preferable.
2. Log into the RRoS website event page and select 'Event Panel'.
3. Click on the '+Event Documents' link.
4. Click on the 'Choose File' button. Navigate and select the electronic document to be added.
5. Enter the Document Description. Ensure correct spelling. This will be what people see.
6. Click '+Save'. The document will appear in the list.
7. Check the description. Check the box to include in the ONB.
8. Drag the Document Link up or down the list set the order of the list.

### Deleting a document from the Notice Board

1. Log into the RRoS website event page and select 'Event Panel'.
2. Under the column 'Actions', click the 'X' symbol of the document you wish to delete.

### Publishing a Protest Time Limit

1. Be familiar with the protest time limits as stated in the Sailing Instructions.
2. As soon as possible after racing, confirm the protest time limit.
3. Log into the RRoS website event page and select 'Time Limits'.
4. Complete the description box. <Class> - <Division>
5. Select the competitor class & divisions who will receive the email. (Normally the same as in the description). Select them in the left side and use the arrow buttons to move them to the right side.
6. Press Save. The PTL will appear in the list at the bottom of the page.
7. Get the RO to cross check the information, and if correct click the 'Publish' button. Doing this will publish the PTL and send the emails.

### Convening Hearings

The jury will normally schedule the hearings in order that they are received. Generally, each hearing is scheduled for 20 minutes, and there should be a space of 5 minutes between each hearing.

1. Keep track of the schedule and compare the jury progress. Be ready to adjust the hearing schedules if necessary.
2. Log into the RRoS website event page and select 'Schedule'.
3. Hearing times can be adjusted. Do not run too many consecutive hearings with 'After previous hearing' as the time. Every 3 or 4 hearings should be an 'At Set Time' for the schedule. Avoid using 'X minutes after the PTL' as a schedule, since this is not clear to competitors.
4. If the jury is running behind or early or if you wish to announce the start of the hearing, you need to message the parties. See below.



## Receiving Paper Protests

1. Accept the paper protest in the normal way.
2. Log into the RRoS website event page and select 'Hearing Decisions'.
3. Click on '+Create Decision'.
4. Fill out the 'Parties' page using the information on the paper protest form.
5. Click 'Save' before moving on.
6. Select 'Hearing'. Click '+Document'. Attach a photograph or scan of the original protest form.
7. Click 'Save'.

## Messaging the Hearing Parties

**USE CAUTION** - Ensure your message is correct and clear prior to sending!

1. Log into the RRoS website event page and select 'Hearing Decisions'.
2. Click the Speech Bubble icon of the hearing parties you wish to message.
3. Fill out the form and double-check your content.
4. Press Send Message.

## Sending Messages to Competitors

**USE CAUTION** - Ensure your message is correct and clear prior to sending!

**USE CAUTION** - Overuse of this notification function may reduce its effectiveness as an alert!

1. Log into the RRoS website event page and select 'Competitors'.
2. Press the 'Speech Bubble/Message' link. Choose 'Custom Message'.
3. Complete the form and click 'Send Message' when done.

## Scoring Panel

The scoring panel shows a list of the jury actions which require scoring changes. These may be from Scoring Enquiries by competitors, On-The-Water Penalties, or as a result of Hearing Decisions. Required 'Scoring Changes' will appear as red counters. Completed/Confirmed scoring changes will be black.

Once a scorer has made the changes it should be marked as 'Complete/Confirmed'.

1. Log into the RRoS website event page and select 'Scoring Panel'
2. You will see a list of all the types of scoring changes. Red indicates an incomplete scoring change.
3. Click on a red 'Scoring Change' to view the required change.
4. In the event scoring records, make the change.
5. When the scoring is **fully** complete (scoring program is updated, and the results are published), check the 'Scoring Complete' check box.