

Canadian Yachting Association



CYA Coach/Instructor Training Policy

Updated May 2010

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INTRODUCTION

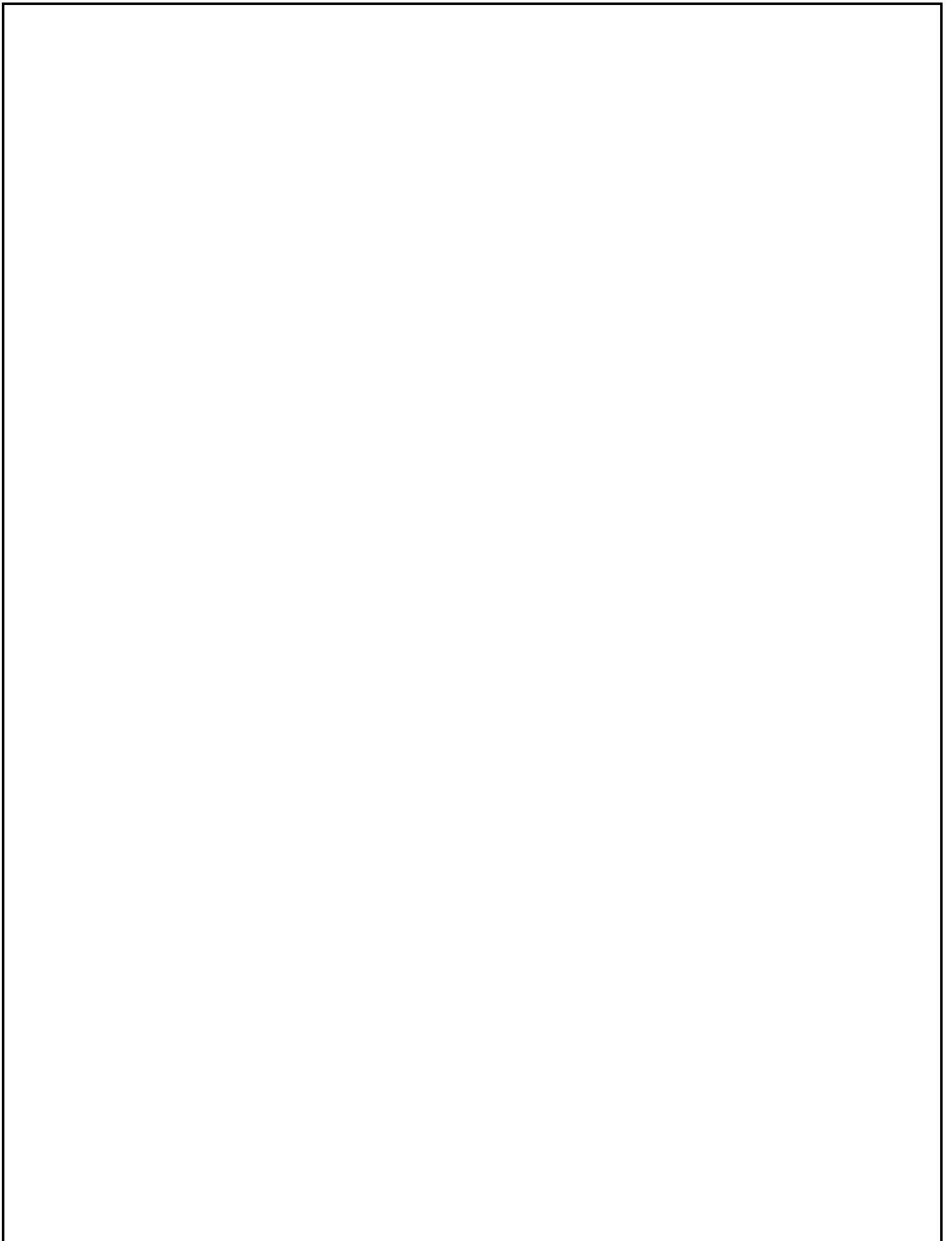
The Training Division Policy Manual is comprised of three sections:

Section 1: Policy common to all “Learn To” programs (Learn to Sail, Learn to Race, Learn to Windsurf, Learn to Cruise and Learn to Power.

Section 2: LTS/R and LTW specific policies

Section 3: LTC/P specific policies

The information presented in this handbook was compiled from the minutes of the CYA Coaching Development Committee meetings between 1988 and 2003, the minutes of the CYA Learn to Cruise and Learn To Power committee meeting updated October 2003 and the 2003 LTS/R and LTC/P policy manuals.





CYA Training Policy

SECTION 1 - COMMON POLICY

1.1 OBJECTIVE OF THIS HANDBOOK

- 1.1.1 The policies and procedures outlined in this Handbook form the entire policy governing the programs of the CYA Training Division. The objective of this Handbook is to define and communicate these policies.
- 1.1.2 Each item is outlined by a reference number in the format '1.4.10'. The first digit of the reference number is the policy section (1, 2, or 3). Policies are created and reviewed as outlined at policy 1.2.2. Pages are numbered sequentially within each individual section, and appendices relevant to a specific section are included at the end of that section. Page footers show the section name, page number and the date that the Handbook was last revised.
- 1.1.3 To maintain the integrity of the training program, it is necessary to adhere carefully to the policies and procedures written in this Handbook and the standards set out in the CYA Logbooks. In any conflict between the CYA Logbooks and this manual, this manual shall prevail. In any conflict between the CYA Bylaws and this manual, the bylaws shall prevail.

1.2 OMISSIONS, AMENDMENTS and POLICY CHANGES

- 1.2.1 Policy matters not clearly addressed in CYA Logbooks or this Policy Handbook should be referred to the appropriate committee chair through the Training Technical Coordinator. If there are any questions, or to identify any errors, omissions or to suggest changes to policy, standards, examinations or other CYA training publications, please follow these steps:

1. Copy the page, circle the problem
2. Describe the nature of the problem
3. Provide a solution and/or suggest new wording
4. Give some background or support for your point of view
5. Fax, mail or e-mail to the CYA (below)

Canadian Yachting Association
Portsmouth Olympic Harbour
53 Yonge Street
Kingston, Ontario K7M 6G4
Tel (613) 545-3044 or (877) 416-4720
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CYA Training Policy

- 1.2.2 Policy amendments are reviewed and/or generated by the LTS/R and/or LTC/P committees. Based on this review, recommendations for policy changes are made to the VP Training. Based on the nature of the policy amendment/ revision, the VP training will take one of the following actions: implement the change, take the change to the Training Division for approval or present the change to the Executive for approval. Once approved, the policy is published in this handbook and is in effect.

1.3 CANADIAN YACHTING ASSOCIATION

- 1.3.1 The Canadian Yachting Association is the national sport governing body for the sport of sailing in Canada. Founded in 1931 to train and select Canada's yachting representatives to the Olympic Games, it operates as a non-profit organization.
- 1.3.2 The CYA is responsible for the development, management, and coordination of all areas of the sport, whether competitive, recreational or educational. The vision and mission of the CYA are summarized below. For further information please refer to the CYA By-laws at: <http://www.sailing.ca/about/bylaws/>

CYA Vision

To make sailing and recreational boating lifelong activities for Canadians through excellence in competition and training.

CYA Mission

To provide leadership, governance and standards to meet the needs of all Canadian sailors and our boating members by:

- Ensuring high performance sailing success at regional, national, and international levels.
- Being the authority and voice of Canadian sailing.
- Providing guidance, leadership, support and services to our membership.
- Setting standards of excellence in training, performance, and policy for sailing and recreational boating in Canada.
- Expanding participation in sailing and recreational boating in Canada.
- Building the largest boating organization in Canada.

November 29, 2003



CYA Training Policy

1.3.3 The following services and publications are provided by the CYA:

- Technical support and information
- Logbooks
- Racing Rule books
- Appeals Committee for racing
- Instructor liability insurance
- Regatta liability insurance
- Sailing School insurance program
- Boat insurance program for members
- Funding for competition
- Sale of regalia such as pins, ties, crests, and burgees
- Boat loan fund to assist yacht clubs in developing junior training programs
- Promotion and advertising of Member Schools
- Certified Race Management Officials, Judges and Umpires for regattas
- Development and management of all Standards within the training programs.

1.3.4 The membership of the CYA consists of 10 Provincial Sailing Associations (PSAs), over 300 member clubs, 72 member sailing schools, 43 member class associations, 80,000 active members and more than 1 million Canadian sailors.

1.3.5 The Training Division Committee meets annually at the CYA AGM. The Training Division Committee includes the VP Training, a representative from each PSA and the chairs of the LTS/R and LTC/P committees.

1.3.6 The Training Division is responsible for training policy and the training of Instructor Evaluators (IEs).

1.4 PROVINCIAL SAILING ASSOCIATIONS

1.4.1 The president of each of the ten PSAs represents his/her province on the CYA Board of Directors.

1.4.2 The PSAs are operated by volunteer executives with, in some provinces, the support of small professional staffs. PSAs are funded in part from their provincial governments.

1.4.3 PSAs are responsible for approving and/or conducting instructor/coach training courses and supporting Yacht Clubs and Sailing Schools in providing competitive and/or recreational programs in accordance with LTS/R and LTC/P policy.



CYA Training Policy

- 1.4.4 PSAs sell CYA manuals, logbooks, seals, workbooks, achievement awards, and all other training materials.

1.5 GENDER EQUITY STATEMENT

- 1.5.1 The CYA is committed to the development of a representative and discrimination-free working and sporting environment in which current and prospective staff, volunteers and athletes provide and receive equitable treatment at all levels of the sport.

1.6 COACH/INSTRUCTOR CODE OF CONDUCT

- 1.6.1 Coaches/instructors play a vital role in the development of students and athletes. There is, however, the opportunity for coaches/instructors to abuse the power they hold in an athlete/coach relationship. The code of conduct is developed to aid coaches/instructors to achieve a level of behaviour that will allow them to assist athletes under their direction to the maximum.
- 1.6.2 The Coach/Instructor Code of Conduct is available on the CYA web site at http://www.sailing.ca/about/bylawspolicies/policies/conduct_code.asp. All coaches/instructors must sign the code in order to register as a certified CYA coach/instructor.

1.7 HARASSMENT POLICY

- 1.7.1 All instructors/coaches are expected to abide by the harassment policy. The policy is accessible on the CYA web site at:
http://www.sailing.ca/about/bylawspolicies/policies/harrass_policies.asp.

1.8 COACH/INSTRUCTOR REGISTRATION

- 1.8.1 To complete the registration process, coaches/instructors must submit current prerequisites and remit annual coach/instructor fees to the CYA office. This annual fee assists in offsetting the cost of training program development and also provides the coach/instructor with liability insurance. PSAs must ensure that all coaches/instructors have registered with CYA in the current year prior to submitting evaluation forms to the CYA office. Coaches/Instructors who have not registered will not be certified. The only exception is for new coaches/instructors who are attending their first Coach/Instructor Development Clinic, and will not be coaching /instructing until the following year.



CYA Training Policy

- 1.8.2 Proof of registration for the current year is indicated by the individual's name on the CYA website (provided a signed Privacy Policy statement has been submitted). In addition, a CYA Instructor card indicating the coach's/instructor's name, coach/instructor number and registration year will be issued.
- 1.8.3 Certification levels are valid for a minimum of 36 months and expire on 31 Dec immediately after the 36th month anniversary of the most recent certification or recertification (i.e. certification obtained in Jun 2002 would expire 31 Dec 2005).
- 1.8.4 A Coach/Instructor, IE or CC shall make every attempt to recertify prior to his/her certification expiration date. However, as there is limited clinic availability in December-January, coaches/instructors have a 6 month '*grace period*' (until June 30th) to complete the recertification process or a higher CDP level. During the '*grace period*', coaches/instructors will be not be certified and are not covered by CYA liability insurance until they have recertified and registered with the CYA.
- 1.8.5 Any Coach/Instructor, IE or CC utilising the '*grace period*' as outlined in 1.8.3 must be fully cognisant that failure to complete a request for recertification, a higher coach/instructor level, or a recertification clinic prior to June 30th, will result in the loss of certification. The Coach, IE or CC must then retake his/her existing level over again, recertify at a lower level, or apply for recertification under Scenario 2 (see 1.9.2 below).

1.9 COACH/INSTRUCTOR RECERTIFICATION POLICY

NOTE: ***This recertification policy does not apply to LTR Coaches (see 2.15)***

Scenario 1: LTS/W Coaches or LTC/P Instructors with current levels who would like to recertify

Scenario 2: IEs and LTS/W Coaches or LTC/P Instructors with expired levels who would like to recertify, and LTS/W Coaches or LTC/P Instructors who have built significant experience since their level expired

Scenario 3: Boaters with experience who would like to become Instructors/Coaches

Scenario 4: Instructors/Coaches certified with other organizations



CYA Training Policy

1.9.1 **Scenario 1: LTS/W Coach or LTC/P Instructor with current levels who would like to recertify**

1.9.1.1 LTS/W Coach or LTC/P Instructors may certify to the next higher level at a CDP/IDP clinic. The Clinic IE sends the clinic evaluation form to the PSA, and then the PSA forwards a copy of the form to the CYA.

1.9.1.2 LTS/W Coach or LTC/P Instructors may recertify at their current level by sending to the CYA the Instructor/Coach Recertification Application Form

1.9.1.3 (included in Appendix C to this section) and \$75 administration fee along with proof of active coaching/instructing as follows:

- **LTS/W Coaches:** minimum average of 12 days per year (of which 50% is on-water coaching time) during the period of certification;
- **LTC/P Instructors:** minimum average of 10 days OR 3 courses per year (of which 50% is on-water instructing time) during the period of certification; or
- **LTC/P Special Endorsement Instructors:** minimum average of 1 course per year during the period of certification
- **LTS/W or LTC/P IEs:** see 1.9.1.7

1.9.1.4 If minimum activity is not met, LTC/P Instructors and LTS/W coaches must take a full clinic at their current level; LTC/P Special Endorsement Instructors must successfully rewrite an exam and submit a written endorsement from their PSA.

1.9.1.5 LTS/W Coach or LTC/P Instructors may recertify by attending a recertification clinic at their current level. Recertification will be validated by the CYA after receipt of the candidate evaluation form from the clinic IE via the PSA.

1.9.1.6 Where attendance at a clinic is not practical, LTS/W Coaches or LTC/P Instructors may arrange, through the LTS/R or LTC/P Committee, to be assessed by a Senior IE using the same assessment criteria applicable during the appropriate clinic. Recertification will be validated by the CYA after receipt of the candidate evaluation form from the assessing IE via the PSA.

1.9.1.7 LTS/W or LTC/P IEs may recertify at their existing level by teaching Coach/Instructor development clinics as follows:

- **LTS/W:** Minimum of 3 CDP clinics taught during the period of certification
- **LTC/P:** Minimum of 1 IDP clinic taught during the period of certification

1.9.1.8 If fewer than the minimum required number of CDP/IDP clinics are taught during the certification period, the IE has two options:



CYA Training Policy

- Recertify at an IE clinic; or
- Co-teach a clinic with a Senior IE*
 - Recertification will be validated by the CYA after receipt of the clinic evaluation form from the Senior IE via the PSA
 - In addition to the clinic evaluation form, the following documents must be submitted with the application:
 - A reference from the organizing PSA;
 - A reference from the co-conductor of the most recent clinic taught by the IE; and
 - A letter of support from a relevant source proving that the IE is familiar with current CYA policy and/or has been actively

coaching/instructing during the certification period.

***NOTE:** As the IE will be attending as a recertifying IE, the clinic provider will not be obligated to pay a salary to the recertifying IE, nor will the re-certifying IE be obligated to pay a registration fee for the course.

1.9.1.9 Recertification at clinics should have a fresh and collaborative approach; they should be valuable and productive both for themselves and the CYA.

1.9.2 **Scenario 2: IEs or LTS/W Coaches or LTC/P Instructors with expired levels who would like to recertify and LTS/W Coaches or LTC/P Instructors who have built significant experience since their level expired.**

1.9.2.1 If an Instructor's/Coach's certification has lapsed, the Instructor/Coach must apply for certification renewal to the LTS/R or LTC/P committee through the CYA office along with a \$75 administration fee. This application shall consist of the following documentation:

- CYA Instructor/Coach Recertification Application form
- a sailing resume;
- a cover letter;
- a copy of the Instructor/Coach's last IDP/CDP evaluation; and
- a letter of support from a current IE.

1.9.2.2 The LTS/W or LTC/P committee will only review complete applications where certification has lapsed for less than 10 years.

1.9.3 **Scenario 3: Boaters with experience who would like to become LTS/W Coaches or LTC/P Instructors**

1.9.3.1 The Boater must complete the necessary prerequisites (**LTC:** Standard 1st Aid, CPR, VHF, PCOC. **LTS:** Emergency 1st Aid, Swim/Boat Rescue, NCCP, PCOC)



CYA Training Policy

and submit his/her boating resume/certifications to a Senior IE who assesses the Boater and recommends either the appropriate CDP/IDP clinic level to the PSA or a Special Endorsement to the CYA (to be approved by appropriate committee).

1.9.3.2 The Senior IE sends the Instructor/Coach Recommendation form (available on the Instructor/Coach Resource page, which can be found at <http://www.sailing.ca/coaches/resources.shtm>) to the PSA for all standards except Special Endorsement (Navigation) where the form is sent directly to the CYA.

1.9.4 Scenario 4: Instructors/Coaches certified with other organizations

1.9.4.1 **LTC/P** Instructors are to apply **Scenario 3**

1.9.4.2 **LTS/R** Coach Reciprocity Policy (TO BE DEVELOPED) is applied and the coach is granted appropriate certification once all prerequisites are current and all CYA dues are paid. Until the LTS/R Coach Reciprocity Policy is developed, contact the Training Technical Coordinator (training@sailing.ca) at CYA.

1.9.5 The certification/recertification policy is available on the Instructor/Coach Resource page, which can be found at: <http://www.sailing.ca/coaches/resources.shtm#>

1.10 EVALUATION AND RECERTIFICATION REPORTS

1.10.1 All candidates attending certification/recertification clinics must be given a copy of the Candidate Evaluation Form and be advised of his/her status (successful, unsuccessful or incomplete). If unsuccessful or incomplete, the candidate must also be advised whether they are eligible to be retested.

1.10.2 IEs and CCs must ensure that all candidate files are forwarded to their PSA within 7 working days. Candidate files shall include:

- the Candidate's Application form;
- copies of all prerequisites (including a signed coaching code of conduct);
- all completed examinations;
- all evaluation reports (Instructor, Course, IE site, etc.);
- Candidates Clinic Critique;
- NCCP course registration forms; and
- white and yellow copies of the Instructor Evaluation Report.

1.10.3 Candidate Evaluation reports will be forwarded to the CYA by the PSA once all outstanding requirements are complete. Certification of candidates will be awarded by CYA when the information is received from the PSA.



CYA Training Policy

1.10.4 IEs or CCs must sign and include their instructor number on all evaluation reports and may only sign Candidate Evaluation Reports for candidates they have personally evaluated.

1.11 INSTRUCTOR CROSSOVER FROM LTS/R TO LTC/P

1.11.1 BASIC CRUISING INSTRUCTOR CROSSOVER

1.11.1.1 The following prerequisites are required:

- Current registered (minimum) Blue Instructor;
- Standard First Aid Certificate;
- CPR Certificate - level B or higher;
- Basic Cruising Standard; and
- Coastal Navigation Standard

1.11.1.2 The following items must be completed prior to the clinic:

- Complete Instructor Working Papers to 90% each; and
- Prepare a lesson plan for an assigned Ashore Knowledge Performance Objective (PO)

1.11.1.3 The following items will be completed during the clinic:

- Basic Cruising Standard Examination to 90%;
- Intermediate Cruising Standard to 70%;
- Rules of the Road to 90%;
- Satisfactory level of Afloat Teaching Skills;
- Satisfactory level of Ashore Teaching Skills;
- Sailing Evaluations 1 and 2 as per standard;
- Coaching and evaluation development sessions;
- Policy and procedures sessions; and
- Criteria for planning and conducting a successful Basic Cruising Program

1.11.2 BASIC OUTBOARD INSTRUCTOR CROSSOVER

1.11.2.1 The following prerequisites are required:

- Current registered (minimum) Blue Instructor;
- Standard First Aid Certificate;
- CPR Certificate - level B or higher; and
- Basic Powerboat Standard

1.11.2.2 The following items must be completed prior to the clinic:

- Complete Instructor Working Papers to 90% each; and



CYA Training Policy

- Prepare a lesson plan for an assigned Ashore Knowledge PO

1.11.2.3 The following items will be completed during the clinic:

- Basic Outboard Standard Examination to 90%;
- Rules of the Road to 90%;
- Satisfactory level of Afloat Teaching Skills;
- Satisfactory level of Ashore Teaching Skills;
- Boat Handling Evaluations 1 and 2 as per standard;
- Coaching and evaluation development sessions;
- Policy and procedures sessions; and
- Criteria for planning and conducting a successful Basic Outboard Program

1.12 GROUNDS FOR INSTRUCTOR/COACH DISCIPLINE

1.12.1 Consistently awarding student standards to individuals who do not meet the performance indicators of the standard.

1.12.2 Failure to be registered for the current year as a CYA Instructor and certifying students in that year.

1.12.3 Failure to uphold the CYA standards and the policies set by the CYA and PSAs.

1.12.4 Operating vessels or conducting teaching activities in an unsafe manner, where safety is defined by current CYA policies or government regulations.

1.12.5 Misuse of seals, certificates, Logbooks, and/or examinations.

1.12.6 Unprofessional conduct, criminal acts, substance abuse, etc.

1.12.7 IEs may be disciplined or may not be permitted to re-certify for failing to adhere to the "Guidelines for IEs" and/or by routinely failing to promptly and/or correctly complete required paperwork for Instructor certifications.

1.12.8 Failure to adhere to the CYA Coach/Instructor Code of Conduct.

1.12.9 Any other items and/or matters that the LTS/R or LTC/P committee deems appropriate for a recommendation for disciplinary action.

1.13 GUIDELINES FOR IEs AND CCs

The following policies are to guide IEs and CCs in the organization and implementation of Instructor/Coach Development Program (I/CDP) Clinics:

1.13.1 IEs/CCs conducting an I/CDP clinic must be currently registered and certified.



CYA Training Policy

- 1.13.2 All I/CDP clinics must be sanctioned by a host PSA.
- 1.13.3 All I/CDP clinics will be conducted with a minimum of two (2) IEs/CCs. At clinics where more than one coaching level is being taught, there must be at least one IE/CC for each level.
- 1.13.4 One of the IEs/CCs conducting an I/CDP clinic must be from outside the host club/school (not in regular employment) if feasible, and if feasible for LTC/P IE clinics, one of the conducting IEs shall be from another region of Canada.
- 1.13.5 At all clinics, there must be one IE/CC who has previously conducted an I/CDC, preferably at the same level.
- 1.13.6 All IEs/CCs shall use the applicable CYA CC Manuals, Candidate Technical Manuals and/or Workbooks, and current theory examinations/working papers for each specific clinic.
- 1.13.7 Senior IEs/CCs are IEs/CCs who have conducted at least three (3) I/CDP clinics with at least two (2) different IEs/CCs and who have recertified once. In the case of LTC/P IEs, in addition to the above requirements, in order to be considered a Senior IE, IEs must also be authorized to conduct Advanced Instructor courses.
- 1.13.8 New IEs/CCs must run an I/CDP clinic with a fully certified Senior IE/CC. This Senior IE/CC is in charge at the clinic. He/she oversees, provides guidance, and evaluates other IEs/CCs and is responsible for the timely completion of all course documentation. The new IE's/CCs evaluation report must be completed by the Senior IE/CC and forwarded to the PSA within seven (7) days of the completion of the clinic.
- 1.13.9 The Senior IE/CC shall ensure that all forms including candidate evaluation forms are complete (i.e. NCCP, PSA, etc.) and forwarded to the PSA within 7 days of the completion of the clinic.
- 1.13.10 IEs/CCs must provide a signed copy of the evaluation or assessment report (obtained from the PSA) to the candidate at the final interview. The Senior IE must retain a copy of this report.
- 1.13.11 If two IEs do not agree on the status (successful / unsuccessful / incomplete) of a candidate, the IE who has spent the majority of time evaluating the candidate shall override. If the instructors have spent equal amounts of time evaluating, the Senior IE's decision shall override.



CYA Training Policy **APPENDIX A**

CYA Coach/Instructor Code of Conduct

Preamble

Sailing coaches and instructors play a vital role in the development of all sailors. They are instrumental in encouraging all sailors to expand their knowledge of seamanship, sportsmanship, and sailing in general. There is however, the opportunity for coaches and instructors to abuse the power they hold in a coach/athlete relationship. The following code of conduct is developed to aid coaches and instructors to achieve a level of behaviour, which will allow them to assist all sailors to the maximum. It is the responsibility of the employer to make every effort to ensure a positive working environment. Therefore, the onus rests with any employer to complete a criminal record check on all staff.

Coaches and Instructors Have a Responsibility to:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, race, physical or mental disabilities, sexual orientation, religion, political beliefs, or economic status.
2. Direct comments or criticism at the performance rather than at the athlete.
3. Consistently display high personal standards and project a favourable image of sailing and coaching by:
 - Refraining from public criticism of other sailing coaches or instructors.
 - Abstaining from the use of tobacco products while in the presence of athletes or students.
 - Abstaining from the drinking of alcoholic beverages when working with under age athletes or students.
 - Promote responsible drinking.
 - Refrain from the use of profane, insulting, harassing, or otherwise offensive language in the conduct of his/her duties.
 - Refrain from the use of drugs or banned substances.
4. Respect the skill level of athletes and students by:
 - Ensuring that the activity being undertaken is suitable for the age, experience and ability.
 - Educating athletes/students in their responsibility to contribute to a safe sailing environment.
 - Treating sailors and officials with respect and actively encourage athletes to do the same.
 - Encouraging all sailors to follow their own code of conduct.
 - Refraining from public criticism of Race Officers, Judges, Umpires and all other volunteers.



CYA Training Policy

Coaches and Instructors Must:

1. Ensure the safety of all sailors and fellow coaches/instructors.
2. At no time become intimately and/or sexually involved with a student or athlete whom they are coaching/instructing. This includes requests for sexual favours, or threats of reprisal for the rejection of such requests.
3. Respect the dignity of students and athletes. Verbal or physical behaviours that constitute harassment or abuse are not acceptable.
4. Never allow the use of drugs and other banned substances.
5. Never provide under age athletes or students with alcohol or tobacco products.

Process for Investigating an Alleged Breach of the CYA Coach/Instructor Code of Conduct

At All CYA Events:

At Canadian Yachting Association events, the jury organized for the event shall have the primary responsibility for investigating an alleged breach of the CYA Coach/Instructor Code of Conduct. The jury organized for the event shall call a hearing or take whatever measures necessary to investigate the complaint and to determine whether the allegations have basis in fact. The jury may take whatever disciplinary actions it deems appropriate including giving the coach/instructor a reprimand, and suspending the individual from coaching/instructing for part of or the entire event where the breach occurred. Any discipline actions taken by the jury shall be reported to the Canadian Yachting Association with a recommendation of whether further action should be considered by the CYA. At all CYA camps, clinics and seminars, the CYA representative(s) attending the event shall be responsible for calling a hearing, and for pursuing measures deemed necessary.

Penalties and Discipline:

Failure to follow the CYA Coach/Instructor Code of Conduct at all CYA events may result in one or more of the following actions:

- Disqualification of the sailors under the supervision of the coach/instructor concerned in one or more races, in the event where the incident occurred.
- Giving the coach/instructor a reprimand.
- Suspending the individual from coaching/instructing for part of or the entire event.
- Termination of the participation of the coach/instructor concerned at the event where the incident occurred.
- Expulsion of the coach/instructor from the site of the event.
- Recommending to the CYA that the coach/instructor shall not be considered for a coaching/instructing position with the CYA for a period from three months to four years.



CYA Training Policy

All Other Events and Coaching/Instructing Situations:

The primary responsibility for investigating an alleged breach of the CYA Coach/Instructor Code of Conduct lies with the coach's/instructor's employer. When the Canadian Yachting Association receives a written complaint about a coach's/instructor's conduct and the coach/instructor is employed by a member club or provincial sailing association, the written complaint will be directed to the employer to investigate. The coach's/instructor's employer shall call a hearing, or take whatever measures necessary to investigate the complaint and to determine whether the allegations have basis in fact. The CYA may take action in any case where the employer does not.

Within sixty days of receiving a copy of the written complaint concerning a breach of the CYA Coach/Instructor Code of Conduct, the member club or provincial sailing association will report to the CYA in writing. If the member club or provincial sailing association decides that the coach/instructor did breach the CYA Coach/Instructor Code of Conduct it shall also indicate what actions it took to discipline the coach/instructor. These may include a warning, a suspension from employment, or dismissal.

The member club or provincial sailing association may, in its report, recommend that the Canadian Yachting Association take further disciplinary action against the coach/instructor. The Canadian Yachting Association may conduct an investigation and when appropriate, take further action. Such action may include prohibition from coaching/instructing at CYA sponsored events or de-certification of the coach's/instructor's CYA coaching levels.

Appeal Procedure:

To appeal a disciplinary decision, coaches/instructors should apply in writing to the CYA within 30 days of the decision. A committee formed of members from both the Training and Racing Divisions shall hear all appeals.

When the Canadian Yachting Association receives a written complaint about a coach's/instructor's behaviour and the coach/instructor is employed by the CYA, it will follow its published guidelines for investigating the alleged breach.

I _____ hereby have read and accept the above
(please print)
terms and process for investigation. I agree to comply by this code of conduct in good faith and of my own accord.

Signature

Date

Witness

Date



CYA Training Policy **APPENDIX B**

CYA HARASSMENT POLICY (INCLUDING SEXUAL HARASSMENT POLICY)

Policy Statement

1. It is the policy of CYA to provide a work and sporting environment where the dignity of the individual is respected and free from harassment and fear of harassment including sexual harassment.
2. The CYA recognizes that:
 - a) every employee and member is entitled to a climate free of harassment including sexual harassment; and
 - b) harassment or fear of harassment, including sexual harassment, can compromise the integrity of the employment and sporting relationships and endanger personal well-being and performance
3. Harassment as defined by Human Rights legislation is a course of action, vexatious comment or conduct that is known or ought to reasonably be known to be unwelcome.
4. A person who has the authority to prevent or discourage harassment of any kind may be considered responsible for failing to exercise his/her authority to do so, and consequently be subject to such disciplinary actions as may be deemed appropriate by CYA.
5. CYA will make every effort to ensure that no employee or member is subjected to harassment including sexual harassment.
6. CYA will take such disciplinary action as it deems appropriate against any person under its direction who subjects any employee or member to sexual harassment.

Application

1. This policy applies to all employees as well as all directors, officers, volunteers, coaches, athletes, officials, judges and members of CYA. It applies to harassment, which may occur during the course of all CYA business, activities and events.

Definition

1. Harassment includes any comments or conduct consisting of words or actions that disparage or cause humiliation to a person in relation to race,



CYA Training Policy

ancestry, place of origin, colour, ethnic origin, citizen, creed, age, sex, record of offenses, marital status, family status or disability.

2. Sexual harassment is any conduct, comment, gesture or contact of a sexual nature:
 - a) that is likely to cause offense or humiliation to any person or;
 - b) that might, on reasonable grounds, be perceived by that employee or member as placing a condition of a sexual nature on employment, or on any opportunity for training or promotion.

3. Types of behaviour which constitute harassment including, but are not limited to:
 - a) unwelcome remarks, jokes, innuendoes or taunting of a sexual nature about a person's body, attire, age, marital status, and/or which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - b) unwelcome or intimidating invitations or requests with sexual overtones whether indirect or explicit;
 - c) leering or other gestures;
 - d) unwelcome physical contact such as touching, patting, or pinching;
 - e) unwelcome display of objects or pictures of a sexual nature, and/or offensive or ought to be known to be offensive;
 - f) sexual advances, request for sexual favours, or other verbal or physical conduct of a sexual nature;
 - g) written or verbal abuse or threats thereof;
 - h) physical or sexual assault;
 - i) submission to such conduct is made explicitly or implicitly a term or condition of employment or being named to a team;
 - j) submission to or rejection of such conduct is used as the basis for decisions affecting employment, promotion, or movement within the organization/team and/or;
 - k) such conduct has the purpose or effect of humiliating an individual or substantially interfering with the work or sporting performance or in creating an intimidating, hostile or offensive environment.

Confidentiality

1. CYA recognizes that it can be extremely difficult to come forward with a complaint of harassment and that it can also be devastating to be wrongly convicted of harassment. CYA recognizes the interests of both the complainant and the respondent in keeping the matter confidential;

2. CYA will not disclose the name of the harassed person or the circumstance related to the situation to any person except where disclosure is necessary



CYA Training Policy

for the purpose of investigating the harassment and /or taking disciplinary action.

Roles and responsibilities

1. Principle:

The ultimate responsibility for dealing with a harassment case rests with the Executive Committee.

Since any sexual harassment situation would constitute a highly sensitive subject matter, employees or members have the choice of seeking counsel from their supervisor, coach, the Executive Director, or the Vice President, Administration.

2. Management will:

- a) inform any person under its direction of CYA's Harassment Policy;
- b) provide clarification of what constitutes sexual harassment behaviour;
- c) inform any person under its direction of procedures for handling harassment complaints;
- d) initiate action without waiting for an individual complaint when harassment behaviour is known to be taking place. To do otherwise will constitute misconduct on the part of the supervisor and
- e) upon receipt of a formal harassment complaint;
 - inform the President, Vice President, Administration and the Executive Director (the President of CYA if the matter involves the Executive Director)
 - inform the alleged harasser, supervisor, complainant and the President, in writing as to what action or investigation is to take place;
 - inform the complainant, the alleged harasser and the President of the outcome of any action or investigation, in writing.

3. Executive Director will:

- a) Provide informal advice or guidance to employees, supervisors and coaches as required or requested on matters of harassment.
- b) Assist supervisors in any investigation of formal harassment complaints.



CYA Training Policy

Complaint Procedure

1. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to this policy.
2. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should request a meeting with the next high authority or official.
3. Once contacted by a complainant the role of the official is to serve in a neutral unbiased capacity in receiving complaints and assisting their informal resolution. If the official considers that he or she is unable to act in this capacity, the complainant shall be referred to another official.
4. There are three possible outcomes to this meeting of complainant and official:
 - It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;
 - The complainant may decide to pursue an informal resolution of the complaint, in which case the official will assist the two parties to negotiate an acceptable resolution of the complaint; or
 - The complainant may decide to lay a formal written complaint. The written complaint must be submitted with the original signature of the complainant. No electronically produced complaint will be accepted. All documented complaints will be treated as highly confidential to protect all parties involved. The official shall receive the written complaint, provide a copy to the respondent, who shall be given an opportunity to respond in writing.
5. Once the respondent's statement is received, the official shall provide copies of both written statements to the President of CYA (or to another Executive Officer if the President is involved in the complaint). Within 7 days of receiving the written statements, the President shall appoint three members of CYA to serve as a Panel. This Panel shall consist of at least one woman and at least one man, and shall include one individual who is knowledgeable and familiar with harassment issues.

Hearing



CYA Training Policy

1. As soon as possible but in any event within 14 days of being appointed, the Panel shall convene a hearing. The hearing shall be governed by such procedures as the Panel may decide, provided that:
 - The complainant and respondent shall be given 10 days written notice of the day, time and place of the hearing;
 - Members of the Panel shall select from among themselves a Chairperson;
 - A quorum shall be all three Panel members;
 - Decisions shall be by majority vote. If a majority vote decision is not possible, the vote of the Chairperson shall be the decision of the Panel;
 - Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the Panel. If the complainant does not appear, the matter shall be dismissed. If the respondent does not appear, the hearing shall proceed.
 - The complainant and respondent may be accompanied by a representative or adviser. Should the complainant and/or respondent choose to have legal counsel, they shall be responsible for any costs incurred.

2. As soon as possible but in any event within 14 days of the hearing, the Panel shall present its findings in a report to the President (or Executive Officer who appointed the Panel) with a copy provided to both the complainant and respondent. This report shall contain:
 - a summary of the relevant facts;
 - a determination as to whether the acts complained of constitute harassment as defined in this policy;
 - if the acts constitute harassment; recommend disciplinary action against the respondent and recommend measures to remedy or mitigate the harm or loss suffered by the complainant.

3. If the Panel determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, their report shall recommend disciplinary action against the complainant.

Discipline

1. When recommending appropriate disciplinary action, the Panel shall consider factors such as:
 - the nature and severity of the harassment
 - whether the harassment involved any physical contact
 - whether the harassment was an isolated incident or part of an ongoing pattern



CYA Training Policy

- the nature of the relationship between the complainant and harasser
 - the age of the complainant
 - whether the harasser had been involved in previous harassment incidents
 - whether the harasser admitted responsibility and expressed a willingness to change
 - whether the harasser retaliated against the complainant
2. In recommending disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:
- verbal apology
 - written apology
 - letter of reprimand from the organization
 - a fine or levy
 - referral to counselling
 - removal of certain privileges of membership or employment
 - demotion or a pay cut
 - temporary suspension with or without pay
 - termination of employment or contract
 - expulsion from membership
 - any measure stated in the Code of Conduct.

Appeals

1. Both the complainant and respondent shall have the right to appeal the decision and recommendations of the Panel. A notice of intention to appeal, along with grounds for the appeal, must be provided within 14 days of the complainant or respondent receiving the Panel's report. It must be sent to the person identified in the internal dispute resolution process as defined below.
2. Permissible grounds for an appeal are:
- a) the Panel did not follow the procedures laid out in this policy;
 - b) members of the Panel were influenced by bias; or
 - c) the Panel reached a decision which was grossly unfair or unreasonable.
3. Internal Dispute Resolution Process:
- a) When appealing a decision, the complainant or respondent also has an obligation to recognize the structure, responsibilities and authorities of the different committees within the CYA. As well, CYA



CYA Training Policy

committees must understand that their actions may be reviewed and changed by a higher authority.

- b) Settlement of these disputes should be reached through an appeal procedure that conforms to the principles of fairness, justice and due process.
- c) The appeal must be provided to the next high authority. The head of that authority shall either convene a meeting of his or her committee or a subcommittee of three or more members. The person whose decision is being appealed shall not be a member of the reviewing panel. It is expected that an appeal should be decided within thirty days of receiving the written basis of the appeal.
- d) The general process is as follows:

An appeal of an action by a member(s) of:	Appeal must be sent to:	Appeal will be reviewed by:
CYA Coaching and Administrative Staff	the VP of the appropriate Division	the appropriate standing Committee
a specific committee	CYA President	CYA Executive Committee
CYA Executive Committee	CYA President	CYA Board of Directors

- e) The CYA Board of Directors is the final authority of the Canadian Yachting Association. The decision of the appeal body shall be final.

Review and Approval

1. This policy was approved by CYA's board of directors on April 13, 1997
2. Responsibility for the administration and update of this policy rests with the Executive Committee.

Approved: Board of Directors Meeting
April 13, 1997

Amended: Executive Meeting
January 15, 2005

Updated April 19, 2005



CYA Training Policy

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(Where necessary to meet the minimum coaching hrs requirements, please list additional courses on a separate Sheet)

Table 2. Relevant Personal Development or Training

Date	Description

References

School or Club Verification:

The following individual(s) can certify that the courses indicated in Table 1 above were run at the club/school indicated. In the event that no courses are indicated, I can certify that the applicant is familiar with current CYA policy.

Name: _____ Email: _____ Club/School: _____

Name: _____ Email: _____ Club/School: _____

Name: _____ Email: _____ Club/School: _____

School or Club Reference (where applicant is not sole-operator):

The following individual has agreed to provide a professional reference.

Printed Name: _____ Email: _____

Position: _____ Phone: _____

Student Reference (not required if applicant is not sole-operator of school/club where courses taught):

The following individual has participated in a recent course that I have taught and has agreed to provide a reference for my teaching skills.

Printed Name: _____ Email: _____

Course Taken: _____

Proclamation

I, the undersigned, hereby declare that the above information is correct. I understand that submitting this information does not guarantee recertification and that recertification decisions are at the discretion of the Learn to Sail/Learn to Race and /or Learn to Cruise/Learn to Power Committee and the CYA Training Coordinator.

Signed: _____ Date: _____

Office Use Only: Date Received: _____		Date Forwarded to Committee: _____	
Status of Prerequisites:			
LTS/R/W	Theory	Date: _____	
	Swim/BRA	Date: _____	Current: Yes No
	Emergency First Aid	Date: _____	Current: Yes No
LTC/P	Standard First Aid	Date: _____	Current: Yes No
	CPR (annual recert)	Date: _____	Current: Yes No
	VHF (with DSC)	Date: _____	Current: Yes No

Committee Use Only: Date Received: _____		Date Returned to CYA: _____	
Recertification Granted:	Yes	No	
Signed: _____	Position: _____		



CYA Training Policy

SECTION 2 - LEARN TO SAIL/RACE

Bolded font indicates updated sections

Yellow Highlighted indicates new sections 2010

2.1 LEARN TO SAIL/RACE INTRODUCTION

The information presented in this handbook was compiled from the minutes of the CYA Coaching Development Committee, the former Learn to Sail/Race Committee (LTS/R Committee), meetings and e-mail correspondence between 1988 and 2002. Past CDC Chair, Darin R. M^cRae was instrumental in establishing the original policy document. The 2003 edition of this publication included a major revision and has been further updated since that time. The 2009/10 edition of this publication includes a second major revision by the current LTS/LTR Subcommittee, which incorporated several changes required for the implementation of the updated competency-based coach development program. As the implementation of this new model is on-going, this updated policy will be updated pending further changes to the LTS/LTR systems. All mid-year updates to this document will be published on the CYA web site at <http://www.sailing.ca/coaches/resources.shtm>

2.2 LEARN TO SAIL/RACE SUBCOMMITTEE MISSION STATEMENT

2.2.1 The mission of the CYA LTS/R Subcommittee is to:

- Promote the sport of sailing through a Provincial Coaching Development Committee, member programs and their representatives.
- Encourage participation in the sport of sailing through excellence in instruction and the development of coaches and sailors.

Develop and maintain coaching and sailing national policy and standards.

Be a national voice of sailors and coaches to the CYA.

Encourage and facilitate high level coaching.

Develop and maintain the LTS/R and Coaching Development Programs.

2.3 LEARN TO SAIL/RACE MANUALS

2.3.1 The CYA publishes several books to assist students in the LTS/R programs, including but not limited to:



CYA Training Policy

- Basic Sailing Skills by Sven Donaldson
- Voilà la Voile
- Advanced Sailing Skills by Sven Donaldson
- Perfectionnement des techniques de voile
- International Sailing Logbook
- Livret international de voile
- Current ISAF Rule Book with CYA Prescriptions
- Règles de course pour voiliers (courrante)
- Optimist Sailing with Puffy & Friends
- La voile Optimist Puff-Puff
- Advanced Optimist Sailing
- Pram Coach resources

2.3.2 The CYA encourages the use of supplementary training materials published by outside sources in addition to the materials listed above.

2.4 STUDENT EVALUATIONS

2.4.1 For each CYA LTS/R standard there are three components: practical ashore skills, practical afloat skills, and training time. These components are listed on the official 'CYA Performance Checklists' available on the CYA website: www.sailing.ca.

2.4.2 **All of the practical ashore skills and practical afloat skills must be assessed as being “demonstrated consistently” before CYA recognition of demonstrated skills can be awarded.**

2.4.3 Practical evaluations may only be administered by a registered sailing Coach who is trained or certified to evaluate at that level.

2.4.4 **The recommended minimum coach boat to sailboat ratio is 1:6.**

2.5 THEORY EXAMINATIONS

2.5.1 LTS/R written theory examinations are **not** a requirement for sailors, however sailors are still required to demonstrate understanding of all theory material in the course curriculum.

2.6 PRACTICAL EVALUATIONS

2.6.1 **Practical evaluations are divided into two components, Ashore and Afloat. Ashore skills are evaluated on land using relative equipment (e.g. rope or boat), whereas Afloat skills are evaluated using a sailboat on the**



CYA Training Policy

water. Theory components should be practiced on the water wherever possible. Comments are recorded in the student's Logbook or 'performance checklist'.

2.6.2 Practical evaluations must test all the topics within the Practical Skills section. A pass for the Practical Skills portion may be awarded only when the student can perform all the tasks within the Ashore and Afloat Skills sections.

2.6.3 Practical examinations are an ongoing process and should not be performed on a "test day". Therefore, accurate records (CYA Performance Checklists) of completed Ashore and Afloat Skills **must** be kept for each student.

2.7 REQUIREMENTS FOR ACHIEVEMENT AWARDS

2.7.1 Only CYA achievement awards, CYA certificates with seals or the CYA International Sailing Logbook signed by a current instructor can be issued to sailors as proof of proficiency (as defined in 2.4.2 and 2.4.3). Non-CYA certificates will not be recognized as proof of proficiency.

2.7.2 The CYA Standards are minimum standards and nothing may be omitted if CYA achievement awards are to be issued. However, additions to individual programs are encouraged to develop exciting programs but shall not be required for the issue of achievement awards.

2.7.3 Student achievement awards are to be issued without an expiry date, however it should be expected that if there were a significant gap in training, a remedial skills evaluation would be required.

2.7.4 CYA Performance Checklists (as defined in 2.4.1) are NOT replacements for CYA certificates, CYA achievement awards or signed CYA International Sailing Logbooks as proof of proficiency. Checklists should be used as a records tool for evaluating the written standard from the CYA International Sailing Logbook.

2.8 LEARN TO SAIL/RACE STANDARDS

2.8.1 For an in depth explanation of the standards and their requirements, refer to the CYA International Sailing Logbook 2002 Ed. In 2004 an amendment to the International Logbook was made for the LTR standard.

2.8.2 Those physically disabled and unable to perform a sailing skill are permitted to describe what the individual, based on the circumstances of their particular disability, would do, and how the individual would get an able body person to assist them in accomplishing the task.



CYA Training Policy

2.8.3 The following are recommended minimum practice times to complete the LTS components:

- **White Sail I** 10 hrs;
- **White Sail II** 20 hrs;
- **White Sail III** 30 hrs;
- **Learn to Race** 50 hrs;
- **Bronze Sail IV** 50 hrs;
- **Bronze Sail V** 50 hrs;
- **Silver Sail VI** 70 hrs;
- **Gold Sail VII** 90 hrs.

2.8.4 The following are recommended wind speed ranges to demonstrate the LTS practical afloat skills:

- **White Sail I - III** 4-9 Knots (8-16 km/hr)
- **Learn to Race** 4-14 Knots (8-25 km/hr)
- **Bronze Sail IV /V** 7-14 knots (13-25 km/hr)
- **Silver Sail VI** 7-18 knots (13-33 km/hr)

2.8.5 A Silver Sail VI student must keep a complete race record as outlined under the Silver Sail VI standard in the CYA International Sailing Logbook.

2.8.6 A Gold Sail VII student must keep a complete logbook with a detailed, descriptive race record as outlined under the Gold Sail VII standard in the CYA International Sailing Logbook.

2.9 PROFICIENCY EQUIVALENCE AND CHALLENGING LEVELS

2.9.1 Students holding certification from other foreign member associations of the ISSA may apply to the LTS/R Subcommittee in writing to recognize equivalence and acceptance for CYA sailing levels.

2.9.2 If a person has previous sailing experience, he/she shall be assessed by his/her coach and allowed to enter the LTS/R programs at an appropriate level to the person's skill and knowledge.

2.9.3 A student may challenge any standard from White Sail I to Gold Sail VII. Because the challenge process includes the awarding of CYA achievement awards, coaches conducting challenge examinations must evaluate all of the Practical Skills (Ashore and Afloat) for each specific level being challenged.



CYA Training Policy

2.10 PURPOSE OF THE LEARN TO SAIL/RACE COACH DEVELOPMENT PROGRAM

2.10.1 The Coaching Development Program trains and certifies coaches who coach LTS, LTR and LTW programs at club, provincial, national and international levels of training and competition.

2.10.2 The CYA Coaching Development Program is open to qualified sailors who meet the published prerequisites, as outlined in the CYA Training Division Policy Handbook.

2.11 LEARN TO SAIL/RACE COACH LEVELS

2.11.1 The Coaching Development Program has been revamped and consists of seven (7) Coach Levels, two (2) Trainer Levels and one (1) Evaluator Level. Certain existing levels have been phased out, with new levels having been introduced. Future levels will be added in coming years as they are developed. Details regarding these newly introduced and future programs are located on the CYA web site: www.sailing.ca and have been incorporated into the current policy as shown in the following table.

TITLE	COLOR	REQUIRED THEORY
Coach Levels		
Learn to Race Coach	-	CYA Green certified with no practical experience or CYA Fundamental Coaching Course
Pram Coach	-	CYA Fundamental Course
White Sail Coach	-	CYA Fundamental Course
Bronze Sail Coach	-	CYA Fundamental Course
Race Coach	Orange	NCCP Level 3 Or NCCP Competition Development
Level 4 Coach	-	NCCP Level 4
Level 5 Coach	-	NCCP Level 5
Trainer Levels		
Learning Facilitator	-	CYA Fundamental Course or the former NCCP Intro to Competition A & B NCCP 3 Or NCCP Competition Development
Master Learning Facilitator	-	CYA Fundamental Course or the former NCCP Intro to Competition A & B and NCCP 3



CYA Training Policy

		Or NCCP Competition Development
Evaluator Level		
Evaluator	-	CYA Fundamental Course or the former NCCP Intro to Competition A & B NCCP 3 Or NCCP Competition Development

2.12 LEARN TO SAIL/RACE COACH CERTIFICATION PROCESS

2.12.1 White Sail, Bronze Sail and Learn to Race coaches may only be certified after completing a PSA sanctioned technical clinic and successfully completing an evaluation with a certified, context appropriate Evaluator. Coaches who successfully complete a technical clinic will be awarded 'Trained' status as per 2.12.15

2.12.2 Race Coaches (Orange) may only be certified after successfully completing a CDP clinic sanctioned by the CYA and run through a PSA by certified Sailing IEs who are also certified at the Orange Instructor Level. Current Orange level coaches will continue to teach and certify all levels up to and including Gold VII.

2.12.3 LTS Advisor status may be granted by the LTS/R Subcommittee to mature experienced individuals who are teaching sailing in areas where CYA-certified coaches are unavailable or who hold sail instructor certification from a foreign country. Recommendations are made through PSAs. Applications for LTS Advisor status should be received in the form of a letter including the reason behind the applicant's desire to receive LTS Advisor status, the Advisor's relevant sailing and/or coaching experience and a letter of support from the applicable PSA.

2.12.4 Orange Instructor Evaluators (IE), Learning Facilitators (LF), Evaluators, and Master Learning Facilitators (MLF) may only be certified at a CYA sanctioned National Coach Development Program clinic.

2.12.5 The LTS/R Subcommittee in coordination with the CYA Training Technical Coordinator will approve the LFs for all National Clinics.

2.12.6 At a National Clinic, at least one of the Training/Evaluating MLFs should be from outside of the host region and when possible one shall be a member of the LTS/R Subcommittee. The CYA Training Technical Coordinator will post employment opportunities on the CYA web site. Persons interested in National Course Conductor positions should apply to the CYA with a resume and cover letter. Please see the Coach Resource page on the CYA web site for applications.

2.12.7 The following mandatory minimum number of hours of instruction at



CYA Training Policy

each coach level must be completed before a coach can be accepted for further training.

- LTR Coach N/A
- White Sail Coach N/A
- Bronze Sail Coach N/A
- Orange
 - Certified two (2) years as Blue, LTR or Bronze Sail
 - Coach with a minimum of 600 hours coaching experience at that level
- Learning Facilitator
 - Certified two (2) years as a White Sail, Bronze Sail and LTR coach with a minimum of 300 hours in each context and 1200 hours total
- Evaluator
 - Certified two (2) years as a White Sail, Bronze Sail and LTR coach with a minimum of 300 hours in each context and 1200 hours in total

2.12.8 The minimum age for each Coach level is:

LTR Coach	16 years
White Sail Coach	16 years
Bronze Sail Coach	16 years
Orange	18 years
Learning Facilitator	20 years
Evaluator	20 years

NOTE: Instructors must be the required age to hold 'Trained' or 'Certified' status.

2.12.9 Coach Development Program clinics are designed to be five (5) or more consecutive days. Alternate clinic delivery methods are acceptable provided they are approved by the organizing PSA, are fifty (50) hours in duration, and include all course content for the level being taught.

2.12.10 Several Coach Development Program levels have been phased in during 2004 and beyond. These Coach Development Program clinics include a Fundamental theory course, CDP technical clinic with a Learning Facilitator, practice period and an Evaluation in the field stage with a certified Evaluator prior to certification. Fundamental and technical courses are **each** to be a minimum of 20 hours in duration. Successful candidates from these programs can be granted the status of either 'In Training', 'Trained' or 'Certified' as defined below.

2.12.11 During the assessment and evaluation portions of the programs defined in 2.12.12, a candidate's ability to complete the skills in a particular section is compared to the standard based on the following scale:



CYA Training Policy

0 = Incomplete or below standard

1 = Meets standard or completed

2 = Exceeds standards

- 2.12.12 Candidates having successfully completed a CYA Fundamental Coaching theory clinic will be granted 'In Training' status. Fundamental candidates must achieve a '1' in Professionalism, Safety and Ethics to be successful.
- 2.12.13 Candidates having attended a CDP technical clinic and received '0' in Safety or Professionalism are not eligible to retest as per section 2.16 and must retake the technical clinic to achieve further certification.
- 2.12.14 Candidates having attended a CDP technical clinic and received an assessment of '0' in any one of Sailing Theory, Power Boat Operation, Plan a Practice, Teaching Methods, Land Teaching, On Water Coaching, or Analyze Performance will remain 'In Training' and are eligible to retest each component for which '0' was assessed.
- 2.12.15 Candidates having attended a CDP technical clinic must attain the minimum passing mark on all theory tests prescribed in 20.20.2. At the discretion of the PSA, candidates must also demonstrate sailing competency up to and including the LTS level prescribed in 2.13.2. Candidates not meeting these requirements will remain 'In Training' and are eligible to retest the incomplete component as per section 2.16.
- 2.12.16 Candidates having attended a CDP technical clinic without the proper documentation for all necessary prerequisites will remain 'In Training' until such time as they can provide official documents indicating completion of all required prerequisites and having completed any outstanding retests.
- 2.12.17 Candidates having completed a CDP technical clinic to the required standard (at least '1' on each evaluated and assessed skill) are granted 'Trained' status and are required to pay their CYA Coach dues in order to be registered. Registered coaches with 'Trained' status can issue achievement awards for levels as prescribed in 2.17.1 but it is strongly recommended that they work under the supervision of a 'Certified' coach.
- 2.12.18 Candidates holding the 'Trained' status should make an application for Evaluation to his/her PSA. Evaluations must have PSA approval and must utilize sailors who are at the appropriate skill level for the coach level being assessed. Evaluation clinics and evaluations conducted at the candidate's home club are both acceptable assessment forums. Evaluations must take place within two (2) years of the candidate receiving their 'Trained' status. 'Trained' coaches that have not been evaluated after the two (2) year period will no longer be able to certify LTS/R levels within the given context until having undergone a successful Evaluation. Training in another technical context does not extend the



CYA Training Policy **eligible evaluation period of the expired context.**

- 2.12.19 'Trained' candidates that do not complete an Evaluation to the required standard ('0' on any core evaluated skill as indicated on the evaluation form), shall retain the 'Trained' status and are required to continue paying their CYA coach dues to remain registered. Registered coaches with 'Trained' status can issue achievement awards for the levels for which they are trained to certify, but should work under the supervision of a 'Certified' coach. If possible, it is strongly recommended that 'Trained' candidates not act as the sole coach at a sail training facility. Candidates that are unsuccessful in an Evaluation are encouraged to gain further experience coaching their context before seeking re-evaluation.
- 2.12.20 'Trained' candidates that complete an Evaluation to the required standard (at least '1' on core evaluated skills) are awarded 'Certified' status and are required to continue paying their CYA coach dues to remain registered. 'Certified' coaches are able to issue achievement awards for the LTS/R levels for which they are certified and may supervise 'Trained' coaches.
- 2.12.21 Complete ratings of '2' in all skills of a section are required in 4 out of 6 sections, one of which must be professionalism, to achieve an overall rating of 'Excellent' on the Final Evaluation form.
- 2.12.22 **PSAs shall screen all regional IE, LF, and Evaluator applications and make a formal recommendation with completed applications to the CYA. In planning for National Clinics, it will be the host PSA's responsibility to notify any candidates not selected for the course and make arrangements with a host site to facilitate the clinic. It is the CYA's responsibility to prepare the Senior IEs or Master Learning Facilitators (MLFs) and send pre-course packages and course acceptance letters to selected candidates.**

2.13 PREREQUISITES

- 2.13.1 PSAs have the obligation to ensure candidates meet all prerequisites, including teaching hours and certifications, prior to allowing registration in any CDP Clinic. Candidates who do not have prerequisite training and cannot provide proof of registration for prerequisite training shall be removed from the CDP by the PSA when possible or receive 'Incomplete' or 'In Training' status, as applicable, on the end of course evaluation form.
- 2.13.2 All coaches, instructors, and CC candidates must have the following current prerequisites before attending a CDP clinic:
- One of the following First Aid Standards:
 - St. John Ambulance Emergency First Aid;
 - Canadian Red Cross Emergency First Aid;



CYA Training Policy

- Canadian Ski Patrol System First Aid;
- Life Saving Society;
- Aquatic Emergency First Aid;
- National Life Saving; or any other national First Aid course that it is a minimum of 6 hours in duration and covers all topics in the St. John Emergency First Aid level;

And

- One of the following Swimming Standards:
 - LSS Boat Rescue Award;
 - LSS Bronze Medallion; or
 - Any higher LSS award;

And

- **The NCCP or CYA theory and sailing skills* that match the level being attempted:**

LEVEL	REQUIRED THEORY	CYA SAILING LEVEL
Pram Coach	CYA Fundamental Course	Pram Experience
White Sail Coach	CYA Fundamental Course	Bronze IV
Bronze Sail Coach	CYA Fundamental Course	Bronze V
LTR Coach	CYA Fundamental Course or Intro to Competition A & B	Racing Experience and Silver as per 2.17.2
Race Coach (Orange)	NCCP Level 3	Gold VII
Learning Facilitator	NCCP Intro to Competition A & B or CYA Fundamental Course NCCP 3	
Evaluator	NCCP Intro to Competition A & B or CYA Fundamental Course NCCP 3	
Master Learning Facilitator	NCCP Intro to Competition A & B or CYA Fundamental Course NCCP 3	

NOTE: Candidates with equivalent experience can apply to the LTS/R as per 2.23.2.

And

- A Canadian Coast Guard approved Pleasure Craft Operator Card.

And

- Practical coaching hours as outlined in 2.12.9. A sailing resume or employment log should be provided as proof of completion of the required hours.

2.14.3 In order to be eligible to certify CYA Achievement Awards ‘Trained’ and ‘Certified’ coaches must maintain the following current prerequisites:



CYA Training Policy

- **First Aid, Swimming Standard, NCCP or CYA Coaching Theory and Pleasure Craft Operator Card as outlined in 2.13.2.**
- Signed CYA Coaches Code of Conduct
- Paid current CYA dues and not currently suspended by CYA
- Successfully completed the NCCP Online Ethics test

2.13.3 All candidates are encouraged to bring the following texts to all CDP clinics: Basic Sailing Skills, Advanced Sailing Skills, or equivalents, and CYA International Sailing Logbook. If a candidate is attending an Orange or LTR CDP clinic they will require a current ISAF/CYA Rule Book.

2.14 AUTHORITY FOR COACH DEVELOPMENT PROGRAMS

2.14.1 CDP clinics will meet the contents and curriculum set forth by the CYA LTS/R Subcommittee. Current Candidate Technical Manuals, CC Manuals, and theory examinations published by the CYA must be used for all clinics.

2.14.2 PSAs are responsible for sanctioning and sponsoring of CYA White Sail, Bronze Sail, Learn to Race and Learn to Windsurf Coach CDP clinics.

2.14.3 Sailing Schools and Yacht Clubs may host provincially approved CDP clinics with the approval of the PSA.

2.14.4 Level III Racing Coach (Orange) CDP clinics are sanctioned by CYA through the LTS/R Subcommittee and sponsored by a host PSA. PSAs may apply to run an Orange clinic by writing to the CYA Training Technical Coordinator. The names of the proposed IEs should be included in the application. The LTS/R Subcommittee will approve the IEs for the Orange Clinic, however the PSA will register all candidates, ensure they meet the prerequisite requirements and collect all payments.

2.14.5 Only certified MLFs may apply to train Senior IEs as LF/Es. All LF/Es training must be approved through the CYA Training and Certification Committee (TCC).

2.14.6 The CYA TCC, through the LTS/R Subcommittee, sanctions and sponsors all LTS, LTR, or LTW IE and LF/E CDP clinics.

2.14.7 LF/E clinics are run once per year. PSAs may apply to run LF/E clinics by writing to the CYA TTC. The MLFs will be appointed by the LTS/R Subcommittee. Candidates will be approved by the LTS/R Subcommittee after meeting the prerequisite requirements. Payment will be collected by the CYA Training Technical Coordinator.

2.14.8 Learning Facilitator/Evaluator clinics are run twice per year as follows, provided there are enough candidates in that area (CDP rotation was approved by the LTS/R Subcommittee in 2009):



CYA Training Policy

2.14.9

Year	Clinic #1	Clinic #2
2010	BC	TBA
2011	ON	TBA
2012	BC	TBA
2013	ON	TBA

Clinic #2 is determined through application from PSAs to the LTS/R Subcommittee, through the CYA Training Technical Coordinator, no later than 15 October in the year prior to the clinic. Applications for LF/E candidates will be reviewed by the LTS/R Subcommittee and CYA Training Technical Coordinator. Applicants will be notified no later than January 31st in the year that the clinic is being conducted.

2.14.10 It is the responsibility of the organizing authority for the CDP clinic to collect and process payments. This is NOT the responsibility of the IEs, LFs, or MLFs running the clinic.

2.15 RECERTIFICATION

Effective July 1st 2010

2.15.1 Section 1 – Common Policies for the recertification process for LTS/R Coaches and IEs only has been superseded by the current sub-section as follows.

2.15.2 Certified coaches who have remained registered in good standing with the CYA (as per Sub-Section 2.13.4) for the period of their certification (3 years) and have not allowed their certification to elapse may seek recertification by contacting their PSA and completing one of the following:

- attend an appropriate (coaching related) Professional Development (PD) module conducted by a LF or MLF during which the recertifying coach's professionalism is evaluated; **OR**
- attend a portion of a technical clinic to demonstrate on land and on water coaching conducted by a LF or MLF (including successful evaluation of safety and professionalism); **OR**
- Successfully complete a re-evaluation by an Evaluator

2.15.3 Certified coaches who have either not remained registered in good standing with the CYA (as per Sub-Section 2.13.4) for the period of their certification (3 years) or have allowed their certification to elapse may seek rectification by contacting their PSA completing the following requirements:

- Submit a coaching/sailing resume and reference letter (at the discretion of the PSA);



CYA Training Policy

AND one of the following:

- attend a portion of a technical clinic to demonstrate on land and on water coaching conducted by a LF or MLF (including successful evaluation of safety and professionalism); **OR**
- Successfully complete a re-evaluation by an Evaluator

2.15.4 Coaches still certified under the former LTS coach certification system for levels that have been replaced or discontinued (Green, Blue, or Red) are able to recertify as per sections 2.15.2 or 2.15.3 and are required to successfully complete the NCCP “Making Ethical Decisions” test. These coaches will be grand-fathered into the current system as follows:

- Green instructor will be recertified as White Sail Coach.

Blue instructor will be recertified as both White Sail and Bronze Sail Coach.

Red Instructor will be recertified as White Sail and Bronze Sail Coach indefinitely, and as a Red Instructor until 2012 pending implications of LTAD review on the new programs.

2.15.5 Black coaches still certified under the former LTS coach certification system are able to recertify as per section 2.18.8 and are required to successfully complete the NCCP “Making Ethical Decisions” test.

2.16 RETESTS/RE-EVALUATION

2.16.1 It is the PSA’s responsibility to provide for the retesting of candidates who do not complete a CDP clinic or Evaluation and are eligible for a retest/re-evaluation.

2.16.2 Orange instructor clinic candidates are eligible to retest on any of the following components: Theory, Practical, Teaching, Water Session, Course Test and Power Craft Operation. Candidates need only retest the item or items marked as not successful.

2.16.3 White Sail, Bronze Sail and Learn to Race coach clinic candidates are eligible to retest on any of the following components: Sailing Competency (if required by PSA), Written Sailing Theory Tests, Power Boat Operation, Plan a Practice, Teaching Methods, Land Teaching, On Water Coaching, or Analyze Performance. Candidates need only retest the item or items marked as below standard although they are expected to adequately demonstrate associated skills to those being retested (eg. Provide a written Practice Plan when retesting Land Teaching, demonstrate appropriate Power Boat Operation when retesting On Water Coaching, etc).

2.16.4 Candidates cannot retest any component of Safety or Professionalism and must wait one (1) year prior to attempting another CDP clinic.

2.16.5 Retests shall not be attempted before the candidate has obtained



CYA Training Policy
additional practice and five days has elapsed.

- 2.16.6 Retests can be completed up to one (1) year from the course date; candidates may attempt a retest three times within this period. Retest fees are at the discretion of the PSA.
- 2.16.7 It is recommended that retest/re-evaluation candidates should not be re-evaluated by the same IE or LF who evaluated their previous attempt.**
- 2.16.8 'Trained' White Sail, Bronze Sail and Learn to Race coach candidates having received an evaluation of '1' or higher in Safety and Professionalism but are unsuccessful due to an evaluation of '0' in any other area are eligible for re-evaluation.
- 2.16.9 'Trained' White Sail, Bronze Sail and Learn to Race coach candidates having been unsuccessful due to an evaluation of '0' in either Safety or Professionalism must attend a Technical clinic in the given context before seeking re-evaluation.
- 2.16.10 'Trained' White Sail, Bronze Sail and Learn to Race coach candidates having been unsuccessful due to an evaluation of '0' in either Safety or Professionalism shall be suspended pending a case review by the LTS/R Subcommittee.
- 2.16.11 Evaluations can be completed up to two (2) years from the course date at which the candidate became 'Trained'. Candidates may attempt an evaluation three times within this period. During a re-evaluation all components of the evaluation are to be re evaluated. Retest fees are at the discretion of the PSA.
- 2.16.12 Re-evaluations shall not be attempted before the candidate has obtained additional practice and at least five days has elapsed

2.17 COACH CERTIFICATION AUTHORITY

2.17.1 The following table lists the certification authority of the applicable Coach levels. Only currently registered and fully trained or certified coaches are permitted to award standards.

COACH LEVEL	LEARN TO SAIL/RACE STANDARD
Pram Coach	Pram Achievement Awards
White Sail Coach	Up to and including White Sail III
Learn to Race Coach	LTR Achievement Awards and Silver only as per 2.17.2
Bronze Sail Coach	Bronze Sail IV and V only
Senior Sailing Coach (Red)	Up to and including Silver Sail VI
Race Coach (Orange)	Up to and including Gold VII



CYA Training Policy

Level 4 Coach	Up to and including Gold VII
Level 5 Coach	Up to and including Gold VII
Learning Facilitator	Certification authority as per valid Coach training level
Evaluator	Certification authority as per valid Coach training level.
Master Learning Facilitator	Certification authority as per valid Coach training level

- 2.17.2 Learn to Race coaches that have been trained using the competitive section of the Red manual as an additional module of the LTR course and have demonstrated Sailing & Theory competency at the Silver Sail level are permitted to coach and certify Silver Sail. 2.17.2 is a temporary provision put in place by the LTS/R Subcommittee, and will remain in effect until 2012 when the new Competitive Race Coach certification is implemented.
- 2.17.3 Certified Learning Facilitators (LF) are authorized to grant 'In Training' status to candidates who have successfully completed a PSA sanctioned Fundamental Training clinic that was facilitated by the LF.
- 2.17.4 Certified Learning Facilitators (LF) are authorized to grant 'Trained' status in a given context to candidates who have successfully completed a PSA sanctioned White Sail, Bronze Sail or Learn to Race coach technical clinic that was facilitated by the LF.
- 2.17.5 Certified Evaluators are authorized to award 'Certified' status in a given context to candidates who have successfully completed a White Sail, Bronze Sail, or Learn to Race coach evaluation.
- 2.17.6 Certified Senior LF/Evaluators (as per Section 2.18.2) are authorized to award 'Certified' status to newly 'Trained' LF/Evaluators during their rookie clinics or LTS/R evaluations.
- 2.17.7 Certified Master Learning Facilitators (MLF) are authorized to grant 'Trained' status in a given context to candidates who have successfully completed a CYA sanctioned LF/Evaluator clinic that was facilitated by the MLF.
- 2.17.8 Certified Instructor Evaluators with Orange certification are authorized to certify Orange instructors who have successfully completed a CYA sanctioned Orange CDP clinic for which the IE was the course conductor.

2.18 COACH DEVELOPMENT PROGRAM (CDP) CLINIC GUIDELINES

NOTE: In this section, Learning Facilitator (LF) refers to both the Fundamental Course LFs and the Technical Learning Facilitator (i.e. LTR LF), unless otherwise stated.



CYA Training Policy

- 2.18.1 Refer to section 1.13 for further specific guidelines for IEs.
- 2.18.2 A LF/Evaluator is considered 'Senior' after having conducted a minimum of four (4) CDP clinics (not including their rookies), and having been certified for a minimum of 2 years.
- 2.18.3 A LF may apply to become a trained Master Learning Facilitator (MLF) when they have been recertified at least once as a LF after one full certification period and conducted a minimum of five (5) CDP clinics. This application is made to the LTS/R subcommittee through the CYA TCC.
- 2.18.4 To become a certified MLF, candidates must conduct an MLF clinic with a currently certified MLF. The supervising MLF must complete a candidate evaluation form and submit it to CYA.
- 2.18.4a In the case of a CYA certified LTS MLF who has been trained (in a manner approved by CYA) to conduct LTR Coach Clinics, must conduct one full LTR Coach Clinic or co-lead the training of LTR LF candidates at a CYA approved LTS/LTR Learning Facilitator clinic, under the supervision CYA certified LTR MLF before becoming eligible to apply to the CYA Training and Certification Committee (TCC) for LTR MLF Status. It is required that the supervising LTR MLF will conduct an assessment of the LTR MLF candidate's performance throughout the clinic. In application to CYA TCC, the written assessment of the LTR MLF candidate is required. For LTR MLF certification, this overrides preceding policy item 2.18.4.
- 2.18.5 The ratio of IEs or LFs to candidates shall not exceed 1:10.
- 2.18.6 New LFs who successfully complete the LF/Evaluator Clinic will be granted the 'Trained' status until such time that a certified Senior Evaluator evaluates their LF skills during a 'rookie' CDP clinic. To become New 'Trained' LFs are required to teach a 'rookie' Fundamental theory course and either a White Sail, Bronze Sail, or LTR coach clinic with a certified Senior Evaluator. New 'Trained' LFs are unable to conduct CDP clinics on their own until these evaluations have occurred.
- 2.18.7 Candidates who successfully complete the LF/Evaluator Clinic will be certified as 'Trained' until such time that a certified Senior Evaluator observes their skills during a context appropriate coach evaluation. 'Trained' Evaluators are unable to conduct context evaluations until they have been certified.
- 2.18.8 A current Instructor Evaluator (IE/Black) may become an LF/Evaluator by attending a training clinic hosted by a PSA, facilitated by a current MLF and sanctioned by the CYA TCC (through the LTS/R Subcommittee). The training clinic must cover all course material from the CYA Fundamental Theory course and all course material from any other context the new LF/E will be certified to



CYA Training Policy

facilitate or evaluate. It is recommended that new LF/Es trained using this method facilitate a Fundamental and context appropriate Technical clinics with a MLF.

2.18.9 LF/Es and MLFs are only permitted to conduct evaluations and facilitate CDP clinics only in contexts for which they are certified. Under the supervision of a context appropriate certified LF/E or MLF, a 'Trained' LF/Es may conduct evaluations and facilitate CDP clinics in contexts for which he/she has been trained as required by 2.18.5 & 2.18.6.

2.18.10 Es and LFs must communicate at least one day prior to the beginning of the CDP clinic for planning and preparation.

2.18.11 PSAs are required to supply a sufficient number of the following items to the Directing IE or LF prior to the beginning of any CDP clinic:

- **Completed CYA CDP Clinic Registration Form with prerequisite and payment summary;**
- **Candidate assessment or evaluation forms;**
- **NCCP Forms**
- **Course manuals;**
- **Relevant Course and Theory tests (including PCOC material where required);**
- **Teaching Aids (i.e. white board markers, flip charts, pencils, pens); and**
- **Facility specific instructions where necessary.**

2.19 EVALUATION AND RECERTIFICATION REPORTS

2.19.1 See section 1.10 for further information.

2.19.2 Unsuccessful candidates must in all cases, be given a copy of the Candidate Evaluation Form and be advised if he/she has passed or failed (and if she/he is eligible for a Retest), **OR** has been evaluated as 'in training' or 'trained' . Unsuccessful candidates who wish to appeal the CDP clinic decision should be informed of the appeal process and directed to their PSA representative. All appeals must be received in writing and will only be accepted if they are written by the CDP candidate.

2.20 COACH DEVELOPMENT PROGRAM EXAMINATIONS

2.20.1 Outlined below is a list of the most recent course examinations that must be used in CDP clinics.



CYA Training Policy

LEVEL	VERSION	DATED
Level 3 Technical Course Test (Orange)	2.0	June 2000

2.20.2 While attending a Coach Development Program clinic, candidates will be expected to write the following exams for each CDP level and obtain the following passing marks:

CDP	Required Exams & Minimum Passing Marks
Pram	<ul style="list-style-type: none"> • Nil
White Sail Coach	<ul style="list-style-type: none"> • requires 80% on all White Sail examinations • requires 75% on Bronze Sail IV examination
Bronze Sail Coach	<ul style="list-style-type: none"> • requires 80% on Bronze Sail IV examination • requires 80% on Bronze Sail V examination
Learn to Race Coach (as per 2.17.2)	<ul style="list-style-type: none"> • requires 80% on Bronze Sail V examinations • requires 80% on the Silver Sail VI examination
Orange	<ul style="list-style-type: none"> • requires 80% on the Silver Sail VI examination • required 80% on the Gold Sail VII examination
Learn to Race	<ul style="list-style-type: none"> • Nil

2.20.3 It is the IE's and LF's responsibility to provide tight security over CYA examinations and answer keys.

2.21 DEVELOPMENT PLAN

2.21.1 The LTS/R Subcommittee is committed to the development and enhancement of CYA Sail Training programs and the Coach Development Program. The LTS/R Subcommittee will complete this task through the criteria outlined in its Long Term Plan and CYA's Long Term Athlete Development model.

2.22 SPECIAL CASE COACHES

2.22.1 Coaches holding foreign certifications can apply to the LTS/R Subcommittee for an evaluation of CYA coach equivalency certification. Applications will be assessed on each individual's training and experience. Successful applicants may be granted permission to either



CYA Training Policy

attend a CDP or challenge a specific context evaluation.

2.22.2 Coaches holding CYA certifications with extensive additional experience may apply to the LTS/R Subcommittee to request permission to challenge a coach certification. Applications will be assessed on each individual's training and experience. Successful applicants may be granted permission to either attend a CDP or challenge a specific context evaluation.

2.22.3 Individuals with prior boating experience, but no recognized coaching certification, can apply to the LTS/R Subcommittee for an evaluation of CYA coach equivalency certification. Applications will be assessed on each individual's training and experience. Successful applicants may be granted permission to either attend a CDP or challenge a specific context evaluation.

2.22.4 It is the applicant's responsibility to provide the following application information:

- **a coaching or sailing resume and cover letter**
- **copies of all prerequisite coursing or equivalency certification (Note: NCCP certification is mandatory)**
- **a detailed outline of the foreign coach certification curriculum OR**
- **a detailed outline of the additional experiences that qualify the candidate to challenge the given context**

2.22.5 Applicants may be asked to complete additional courses or evaluations prior to being granted CYA certification powers.

2.22.6 No CYA certification authority will be granted without verification of foreign Coach Status. In all cases where CYA certification powers are granted, applicants must have all prerequisite coursing or equivalency and must pay CYA annual coach registration fees.

2.23 LEARN TO WINDSURF LEVELS

Current Windsurfing Levels are:

- **Level 1 – Beginner Coach – Must demonstrate intermediate skills**
- **IE Level – Must demonstrate advanced skills**

2.24 WINDSURF PREREQUISITES

Prerequisites for Windsurf Coaches/Instructors are as follows:

- **Standard First Aid Course (including CPR);**
- **Pleasure Craft Operator Card; and**
- **Demonstrate adequate swimming skills on course.**



CYA Training Policy

2.25 WINDSURFING CDPs

2.25.4 A maximum ratio of six (6) students per Coach is permitted.

2.25.5 Courses should be slotted in a 20-hour time frame.

2.25.6 One certified IE is required to teach the course.

2.25.7 Each candidate is responsible for bringing a board and appropriate rigs for the conditions of the course site so that they can achieve board and water start in any weather.

2.25.8 A safety test will be administered that includes the following criteria:

- Tread water for 10 minutes;
- Swim while towing a student for 100 metres wearing a PFD;
- Demonstrate a high-wind board tow upwind for 50 metres;
- Demonstrate a rescue tow over a 100 metres upwind and downwind course;
- Practice a self-rescue paddle for 100 metres; and
- Administer Artificial Respiration from a board, demonstrating proper first aid techniques.

2.25.9 Candidates must be successful in all of the following criteria (All areas are re-testable other than professionalism):

- Windsurfing skills;
- Safety Test;
- Ashore teaching skills;
- On-water teaching skills; and
- Professionalism

2.26 WINDSURFING CERTIFICATION

2.26.1 Certification is not complete until a Windsurfing IE has evaluated the candidate's teaching skills in a class setting, and all prerequisites have been submitted to the local PSA and the CYA.

2.27 WINDSURFING TEACHING RESTRICTIONS

2.27.1 Instructors may not teach any more than a 6 to 1 student to Coach ratio.

2.27.2 Instructors must have either a windsurfer or motorboat available and rigged during on-water aspects of instruction.

2.27.3 If using a motorboat, instructors must have completed a Boat Rescue course.



CYA Training Policy

2.28 LEARN TO WINDSURF LEVELS

Current Windsurfing Levels are:

- Level 1 – Beginner Coach – Must demonstrate intermediate skills
- IE Level – Must demonstrate advanced skills

2.29 WINDSURF PREREQUISITES

Prerequisites for Windsurf Coaches/Instructors are as follows:

- Standard First Aid Course (including CPR);
- Pleasure Craft Operator Card; and
- Demonstrate adequate swimming skills on course.

2.30 WINDSURFING CDPs

2.30.1 A maximum ratio of six (6) students per Coach is permitted.

2.30.2 Courses should be slotted in a 20-hour time frame.

2.30.3 One certified IE is required to teach the course.

2.30.4 Each candidate is responsible for bringing a board and appropriate rigs for the conditions of the course site so that they can achieve board and water start in any weather.

2.30.5 A safety test will be administered that includes the following criteria:

- Tread water for 10 minutes;
- Swim while towing a student for 100 metres wearing a PFD;
- Demonstrate a high-wind board tow upwind for 50 metres;
- Demonstrate a rescue tow over a 100 metres upwind and downwind course;
- Practice a self-rescue paddle for 100 metres; and
- Administer Artificial Respiration from a board, demonstrating proper first aid techniques.

2.30.6 Candidates must be successful in all of the following criteria (All areas are re-testable other than professionalism):

- Windsurfing skills;
- Safety Test;
- Ashore teaching skills;



CYA Training Policy

- On-water teaching skills; and
- Professionalism

2.31.0 WINDSURFING CERTIFICATION

- 2.15.1 Certification is not complete until a Windsurfing IE has evaluated the candidate's teaching skills in a class setting, and all prerequisites have been submitted to the local PSA and the CYA.

2.32.0 WINDSURFING TEACHING RESTRICTIONS

- 2.32.1 Instructors may not teach any more than a 6 to 1 student to Coach ratio.
- 2.32.2 Instructors must have either a windsurfer or motorboat available and rigged during on-water aspects of instruction.
- 2.32.3 If using a motorboat, instructors must have completed a Boat Rescue course.



SECTION 3 - LEARN TO CRUISE & POWER

3.1 INTRODUCTION

- 3.1.1 Development of the CYA Learn to Cruise & Power (LTC/P) Program began in 1976 to address the needs of cruising schools for a uniform and comprehensive educational program suited for delivery to the thousands of cruising sailors across Canada. In 1990, the program was expanded to provide on the water training on power vessels. The LTC/P program emphasizes safety, competence and enjoyment.

3.2 LEARN TO CRUISE & POWER COMMITTEE MANDATE

- 3.2.1 The CYA, through the CYA LTC/P Committee, is responsible for the standards, policies, resource materials and instructor training through Instructor Development Program (IDP) Clinics. The LTC/P Committee also oversees the training of IEs who implement the Instructor Development Programs. The LTC/P Committee is empowered to make exceptions to Student and Instructor certification requirements (and other policy matters) where circumstances warrant.
- 3.2.2 The LTC/P Committee is committed to the development and enhancement of CYA Cruising and Powerboat programs and the related Instructor Development Program. The LTC/P Committee will complete this task through the criteria outlined in the LTC/P Committee's Long Term Plan.
- 3.2.3 Committee meetings are normally conducted in conjunction with the CYA AGM and via teleconference at other times of the year. AGM Meetings are open to all parties with the exception of discussions concerning specific Instructors. Teleconference sessions are by invitation only.
- 3.2.4 Minutes of LTC/P committee meetings are posted on the "Meetings" page of the CYA web site.

3.3 LEARN TO CRUISE & POWER COMMITTEE STRUCTURE

- 3.3.1 The CYA LTC/P Committee is comprised of volunteer representatives from the various regions of Canada, including the West Coast, the Prairies, Ontario, Quebec and the Maritimes. In addition, a committee chair is selected from one of these regions. Committee membership is determined by the CYA VP Training and the CYA Board of Directors in conjunction with the appropriate PSA(s).
- 3.3.2 Committee members assume specific areas of responsibility within the overall mandate of the committee. Current functional areas of responsibility are:



CYA Training Policy

3.3.2.1 **Chair** – Liaison with CYA, responsible for committee management and focus

3.3.2.2 **Student Training and Product**

- Student Standards
 - Sail
 - Power
 - Navigation
 - Communication
 - Race
 - Weather
- Training Materials

3.3.2.3 **Policy and Special Situations**

- Policy Manual
- Recertification evaluations
- Special projects

3.3.2.4 **Instructor Development**

- Instructor Standards
- Resource materials
- Clinics

3.3.2.5 **Promotions and Communications**

- Communications infrastructure
- Media contacts
- Budget
- Sponsorship

3.3.2.6 **Navigation Development**

- Navigation course development
- Modular navigation program

3.3.2.7 **Translation**

- Translation resources
- Translation priorities



3.4 STUDENT MANUALS

- 3.4.1 The CYA publishes the following books to assist students in LTC and LTP programs:
- *Basic Cruising Skills* by Gillian West
 - *Initiation à la croisière*
 - *Basic Power Boating Skills* by Donna S.M. Neff
 - *CYA International Cruising and Power Logbook*
 - *Livret International de Voile Croisière*
- 3.4.2 The CYA encourages the use of supplementary training materials published by outside sources in addition to the materials listed above.

3.5 STUDENT CERTIFICATION

- 3.5.1 Each student, once enrolled in a program leading to CYA certification, should have a current Logbook to confirm prerequisites and to use as a study guide for the Standard requirements.
- 3.5.2 The Logbook, with seal affixed and the signature(s) of the evaluating instructor(s), is the only recognized CYA official certification. Use of the Logbook and seal is mandatory. A certificate with seal is not acceptable evidence of certification in the program.

3.6 THEORY EXAMINATIONS

- 3.6.1 No student-written examinations are "take home" except for the Offshore Standard exam. The writing of examinations must be supervised.
- 3.6.2 In exceptional circumstances, a written examination may be sent to an approved invigilator who will then return it to the evaluating instructor for marking.
- 3.6.3 Schools and Instructors must keep close security on examinations and answer keys. No completed and marked examination may be given to a student to keep, nor may Instructors mark or be in possession of examinations above the Standard to which they are empowered to certify. Completed examinations must be filed securely or destroyed by the marking/reviewing Instructor.
- 3.6.4 Examinations used must be copies of the current examinations as provided by CYA. No other written examinations may be administered. Current CYA LTC/P student examinations are listed in Appendix A at the end of this section.
- 3.6.5 The Instructor must review every written examination with the Student. This ensures that the examination is a learning experience for the student.



CYA Training Policy

- 3.6.6 **Rewrites:** It is recommended that an examination in which a student is unsuccessful be rewritten no sooner than 14 days from the date of the review by the Instructor. In extenuating circumstances where this "wait period" is not achievable, an alternate examination may be given when the CYA has one available.

3.7 **PRACTICAL EVALUATIONS**

- 3.7.1 Except in the case of the Coastal, Celestial and Advanced Navigation Standards, a practical evaluation of the Afloat Skills, in addition to the written examination covering Ashore Knowledge, must be successfully completed for certification.
- 3.7.2 The practical evaluation form (Part B) of the examination shall be completed, signed off by the evaluating Instructor, and presented to the student prior to completing certification requirements.

3.8 **SPECIAL CIRCUMSTANCES**

- 3.8.1 A Candidate with limited English or French written language skills may take an oral examination on the Ashore Knowledge section of any Standard. If, in the opinion of the Instructor, the student demonstrates clearly sufficient knowledge of the Standard, and obtains a successful evaluation for the Afloat Skills component, the Standard may be awarded.
- 3.8.2 There is no policy preventing a qualified Instructor from teaching in any language, but the written or oral examinations and Afloat Skills evaluations (vis-à-vis: Commands, etc.) MUST be conducted and passed in either English or French. For example, PO #30 states: "Describe the use of the VHF radio for receiving weather reports and making emergency calls."

3.9 **REQUIREMENTS FOR CERTIFICATION**

- 3.9.1 The CYA Standards are minimum Standards and nothing may be omitted if these Standards are to be awarded.
- 3.9.2 The Logbook is set up in a Performance Objective (PO) format, with each item in a Standard stating (or implying) a condition, an action and a standard of performance (i.e. how the student must demonstrate skill or ability). For example:
- Condition: Given a length of line
 - Action: Tie a bowline
 - Standard: Within ten seconds



CYA Training Policy

- 3.9.3 The Ashore Knowledge (theory) portion of any Standard may be taught in the classroom.
- 3.9.4 The Afloat Skills (practical) portion of any Standard must be taught on the water.
- 3.9.5 A student may not be certified at any level without having the prerequisites for the Standard (see Logbook). It is strongly recommended that, before being accepted into a program other than the Basic Crew, Basic Cruising, Basic Powerboat or Coastal Navigation Standards, students have current boating, sailing and cruising experience corresponding to the Standard to which they aspire.
- 3.9.6 Certification must be completed within one year of the completion of either part of a Standard (i.e. Ashore Knowledge examination or Afloat Skills evaluation). In other words, both the Ashore and Afloat components must be completed within one 12-month period.

3.10 LEARN TO CRUISE & POWER STUDENT STANDARDS

- 3.10.1 For a description of the standards and their requirements, refer to the current CYA Cruising and Power Logbook or the CYA web site at:
<http://www.sailing.ca/learnmore/education/>
- 3.10.2 New standards or modifications to existing standards will be produced in draft format for use for at least one season prior to final adoption. Information on draft standards will be made available via the CYA web site.
- 3.10.3 The current Standards are as follows:

Cruising Levels	Powerboat Levels	Navigation Levels
Introduction to Boating		Coastal Navigation
Basic Crew	Basic Outboard Powerboat	Advanced Navigation
Basic Cruising	Basic Powerboat	Celestial Navigation
Intermediate Crew	Intermediate Powerboat	
Intermediate Cruising		
Advanced Crew		
Advanced Cruising		
Offshore Cruising		



3.11 BACK TO BACK OR CONCURRENT COURSES

- 3.11.1 An Instructor or School may not offer, market or conduct a program that in total suggests certification of multiple Standards, without first informing the student(s) that if unsuccessful in the prerequisite Standard, they will not be certified to the higher Standard and, if successful in the prerequisite Standard, they may not necessarily be certified in the higher Standard.
- 3.11.2 It is strongly recommended that students gain practical experience between certification of Standards as stated in the Logbook.

3.12 PROFICIENCY EQUIVALENCE AND CHALLENGING LEVELS

- 3.12.1 A student candidate may challenge any student Standard. The challenge shall include successful completion of all examinations and an evaluation of all Afloat Skills Performance Objectives up to and including that Standard. If successful, the Standard(s) and all those below will be awarded when evidence of all other prerequisites, such as First Aid, CPR and VHF requirements, are met.

NOTE: A challenge is based on individual merit and circumstance, and is not to be used for advertising purposes as a "reduced" Standard or requirement, or to be conducted as a class or group exercise.

- 3.12.2 Students holding student level certifications from other foreign member associations of the International Sailing Schools Association (ISSA) may apply to the Training Technical Coordinator to recognize the equivalency and acceptance for CYA Standards
- 3.12.3 See also Section 3.23: Canadian Power And Sail Squadron Joint Recognition Program

3.13 LEARN TO CRUISE & POWER INSTRUCTOR POLICIES

3.13.1 PURPOSE

- 3.13.1.1 LTC/P Instructor Programs train and certify instructors who teach LTC/P programs at club, school, provincial and national levels.
- 3.13.1.2 LTC/P Instructor Programs are open to qualified sailors who meet the published prerequisites, as outlined in the CYA Cruising and Power Logbook.



CYA Training Policy

3.13.2 GENERAL

- 3.13.2.1 Live aboard programs may only be conducted by instructors with the Advanced Cruising student level.
- 3.13.2.2 Equipment on a vessel used to conduct Intermediate and Advanced courses should meet the proposed “**NATIONAL STANDARD FOR PLEASURE CRAFT SAIL AND POWER TRAINING VESSELS UP TO 24 METERS IN LENGTH**” attached as an appendix to this section. This standard, currently pending with Transport Canada, exempts recreational vessels used by the CYA for training from some structural, firefighting and safety requirements normally demanded of commercial passenger carrying vessels. In return for these exemptions, CYA has proposed that training vessels carry an expanded list of safety equipment.

3.14 LEARN TO CRUISE & POWER INSTRUCTOR LEVELS

- 3.14.1 For a description of the standards and their requirements, refer to the current CYA Cruising and Power Logbook.
- 3.14.2 Instructor Development Curricula that meet the CYA policy requirement for Basic, Intermediate, Advanced and Powerboat Instructor Standards are contained in the CC guides for the specific Instructor standards.
- 3.14.3 The Learn To Cruise and Power Instructor Development Program consists of ten (10) Cruising Instructor Levels and four (4) Powerboat Instructor Levels.

Cruising Instructor Levels	Powerboat Instructor Levels
Basic Cruising Instructor	Outboard Powerboat Instructor
Intermediate Cruising Instructor	Basic Powerboat Instructor
Basic Cruising Instructor Evaluator	Intermediate Powerboat Instructor
Advanced Cruising Instructor	Powerboat Instructor Evaluator
Basic Keelboat Racing Instructor	
Coastal Navigation Instructor	
Advanced Navigation Instructor (under development)	
Celestial Navigation Instructor	
Offshore Cruising Instructor	
Senior Cruising Instructor Evaluator	



CYA Training Policy

- 3.14.4 A Basic Cruising Instructor clinic is to be a minimum of 5 days (40 hours) in duration. Prior to the clinic, a one or two day pre-qualification clinic may be held to assess candidate sailing abilities and knowledge levels (A/B clinic format).
- 3.14.5 An Instructor may only sign a Logbook for a student he/she has personally evaluated. In the current edition of the Logbook, there is a space for two signatures, one for the signature of the Instructor evaluating the Ashore Knowledge part of a Standard and a second space for the signature of the Instructor evaluating the Afloat Skills. One instructor may sign off both Ashore Knowledge and Afloat Skills.
- 3.14.6 A certification in a Logbook may only be signed by a currently certified and registered Instructor.
- 3.14.7 An Instructor may only sign logbooks up to the level that they are empowered to certify.
- 3.14.8 Schools and Instructors are responsible for the security and proper use of seals. An Instructor may only purchase or be in possession of seals for the Standards that he or she is empowered to certify.
- 3.14.9 **Special endorsements**
- 3.14.9.1 In certain circumstances as demonstrated by need, individuals not holding required CYA Cruising Instructor Standards may apply to the National Committee with the following prerequisites:
- 3.14.9.2 Coastal Navigation Instructor applicants must:
- Show evidence of practical day and night CYA-level coastal navigation experience on the water on appropriately sized vessels as outlined in the Standards;
 - Demonstrate a willingness to support the goals of the CYA LTC program;
 - Demonstrate characteristics and motivation worthy of being a Navigation Instructor;
 - Achieve a minimum of 90% on a current CYA Coastal Navigation exam in 2 hours;
 - Provide a course curriculum / lesson plans for a program leading to the CYA Coastal Navigation Standard; and
 - Be recommended by an IE registered for the current year.
- 3.14.9.3 Advanced Navigation Instructor applicants must:
- Show evidence of practical experience and training in radar operation and collision avoidance and advanced level navigation skills;
 - Demonstrate a willingness to support the goals of the CYA LTC program;
 - Demonstrate characteristics and motivation worthy of being an Advanced Navigation Instructor;
 - Achieve a minimum of 90% on a current CYA Advanced Navigation exam in 2 hours;



CYA Training Policy

- Provide a course curriculum / lesson plans for a program leading to the CYA Advanced Navigation Standard; and
- Be recommended by an IE registered for the current year.

3.14.9.4 Celestial Navigation Instructor applicants must:

- Have practical day and night CYA-level Celestial Navigation experience on the water on appropriately sized vessels as outlined in the Standards;
- Demonstrate a willingness to support the goals of the CYA LTC Program;
- Demonstrate characteristics and motivation worthy of being a Celestial Navigation Instructor;
- Achieve a minimum of 90% on a current Celestial Navigation exam in 2 hours;
- Provide a course curriculum / lesson plans for a program leading to the CYA Celestial Navigation Standard; and
- Be recommended by a currently registered Offshore-certified IE.

3.14.9.5 Applications must demonstrate a need for a Navigation Instructor (that is, insufficient Instructors in the geographic area). Candidates meeting the above prerequisites may make application to the CYA LTC/P Committee for limited certification. In general, this provision will support candidates with strong teaching backgrounds or expertise in other marine education systems.

3.14.9.6 Certification may be awarded upon successful completion of the above and an interview/evaluation with a currently certified and registered IE who forwards an application for a Cruising Instructor Special Endorsement (see Appendix E - Cruising & Power Instructor Clinic / Certification Application) and the annual membership fee (if unpaid) to the CYA LTC/P Committee.

3.15 CERTIFICATION PROCESS

3.15.1 Certification as an instructor may be accomplished by attending an Instructor Certification Clinic sponsored by a PSA. In circumstances where there are not enough candidates to hold such a clinic, certification may be accomplished via team teaching with an IE of the appropriate level, or by application to the LTC/P National Committee.

3.15.2 Navigation Instructor (Coastal, Advanced, Celestial) certification is for a maximum of 36 months from December 31st of the year in which certification is granted. For instructors certified to teach other standards, re-certification of this standard will be synchronized with the certification renewal date for other instructor standards with afloat skills. For instructors not certified to teach other standards, certification renewal is by application to the national committee.

3.15.3 A Cruising Instructor may be evaluated and certified only by a currently certified, registered, and authorized CYA Cruising IE.

3.15.4 A Powerboat Instructor may be evaluated and certified only by a currently certified, registered, and authorized CYA Powerboat IE.



CYA Training Policy

- 3.15.5 The Intermediate Powerboat Instructor Standard may be awarded to any Intermediate or higher Cruising Instructor holding the prerequisites for this Standard and demonstrating the required Afloat Skills.
- 3.15.6 The only IEs that can recommend: Offshore Instructors must be current and registered Offshore Instructors; Racing Instructors must be current and registered Racing Instructors; Advanced Navigation must be current and registered Advanced Navigation Instructors; Celestial Navigation must be current and registered Celestial Navigation Instructors. Under exceptional circumstances, the National LTC/P committee may make exceptions to these limitations.
- 3.15.7 To become a Basic Cruising Instructor one must attend and pass a Basic Cruising Instructor Development Clinic. The only exception to this policy is in the case where an organized instructor clinic is not available. In this instance, any level of instructor certification may be accomplished through team teaching, where the certifying IE will observe the candidate in a live course environment. In addition, a course outline, prerequisites, and exams are required to be completed. Both ashore and afloat skills must also be observed. The certifying IE must file a report to the national LTC/P committee.
- 3.15.8 Certification will be awarded by the CYA on completion of all requirements and receipt of the applicable fees. Once the completed file is received at the PSA, the white copy of the Evaluation Report is forwarded to the CYA.

3.16 **PREREQUISITES**

- 3.16.1 PSAs and IEs both have an obligation to ensure candidates meet all prerequisites for instructor levels (including teaching hours), before commencing any Technical Clinic. Candidates who have not completed all prerequisite training by the end of their instructor clinic, shall receive an “incomplete” on the end of course evaluation, and will have four months to complete the outstanding items. It is the responsibility of the Instructor Candidate to ensure that the PSA is notified and provided proof of completion of the outstanding items.
- 3.16.2 All instructor and CC candidates must have the following current prerequisites before attending an Instructor Development Clinic:
- One of the following First Aid Standards:
 - St. John Ambulance Standard First Aid;
 - Canadian Red Cross Standard First Aid;
 - Canadian Ski Patrol System First Aid; or
 - any other national First Aid course provided that it is a minimum of 6 hours in duration and covers all the topics in the St. John Standard First Aid level.

and

- Nationally recognized CPR level “B” or higher



CYA Training Policy

and

- VHF Radio Licence (for Intermediate Instructor or higher)

and

- A Canadian Coast Guard approved Pleasure Craft Operator Card.

3.16.3 Any prerequisite student Standard completed more than 12 months prior to an Instructor Development Clinic may require a rewrite of the Ashore Knowledge examination. Instructor Standards require evidence of the required mark on the current official examination paper.

3.16.4 A certifying Instructor Candidate must own a current CYA Cruising Logbook. Instructors wishing to transfer previous certifications may submit previous Logbooks to CYA with a \$25 fee by registered mail. Both the old and new Logbooks will be returned by registered mail.

3.17 CONDUCT OF INSTRUCTOR DEVELOPMENT PROGRAMS

3.17.1 Cruising and Power Instructor Development Programs will meet the content and curricula set forth by the CYA LTC/P Committee. Complete Candidate Workbooks, Conductor Guides and Resource Books published by the CYA must be used for all Certification and Certification Renewal/Instructor Development Clinics

3.17.2 Content and curricula are to be based on the national guidelines and are to be delivered by qualified independent IEs.

3.17.3 Instructor Development Programs should be based on the information contained in the appropriate current CC Guide and Student Workbook that may exist for the Standard as well as resource guides or collateral material that may be available. Current guides, workbooks and resource books, with publication dates are listed in Appendix B to this section.

3.17.4 PSAs are responsible for sanctioning and sponsoring CYA Basic, Intermediate, Advanced and all Power levels Instructor Development Clinics with respect to: scheduling, location, conductor selection, and establishing costs. The objective is to ensure consistency, accountability and a high level of quality.

3.17.5 Instructor Certification/Certification Renewal/Development Clinics shall be advertised in a provincial instructor brochure published annually. Clinics may also be scheduled on an as required basis as sanctioned by the PSA.

3.17.6 Sailing Schools and Yacht Clubs may host Instructor Development Clinics with the approval of the PSA.

3.17.7 IE Clinics are sanctioned by the CYA through the LTC/P Committee and sponsored by a host PSA. PSAs may apply to run an IE clinic by writing to the CYA Training



CYA Training Policy

Technical Coordinator and the LTC/P committee. The names of the proposed CCs should be included in the application.

3.18 WRITTEN AND PRACTICAL EXAMINATIONS FOR INSTRUCTORS

- 3.18.1 All of the Instructor working papers: Outboard Engines, Inboard Engines, Safety and Distress, Equipment, Marine Head, Crew Overboard, General Knowledge, Local Knowledge, Powerboat Technical, Policy and Procedures, Public Relations, and Rules of the Road have a minimum passing mark of 90%. All of the foregoing are open book with the exception of Rules of the Road, which is a closed book, invigilated exam.
- 3.18.2 All written examinations may be rewritten after a minimum of 14 days unless an official alternate paper is available.
- 3.18.3 In a Cruising Instructor Development Clinic (any level), the Teaching and Afloat Skills Evaluations must be passed during the course or the clinic must be repeated.
- 3.18.4 Student exams written by candidates during an Instructor development clinic may not be "take home" examinations, but are closed book and must be invigilated.

3.19 LTC/P INSTRUCTOR EVALUATOR POLICIES (in addition to 1.13)

- 3.19.1 An IE may NOT have any affiliation with competing organizations. The IE's role is to support Policy and enhance the CYA Standards and image. As this is not compatible with competing organizations, a conflict of interest is deemed to exist.
- 3.19.2 Instructors eligible for IE clinics include Intermediate Cruising Instructors and Basic Cruising Instructors also certified as LTS Black IEs.
- 3.19.3 Advanced Cruising Instructors who become IEs may conduct Advanced Instructor courses once the IE has conducted a minimum of two Advanced level student courses.
- 3.19.4 All Certification / Instructor Development Clinics must have 5 components:
- Instructor development;
 - CYA policies and technical update (e.g. changes in policies, Standards, Collision Regulations, Aids to Navigation, etc.);
 - Teaching skills development and evaluation;
 - Practical skills development and evaluation; and
 - Written examinations including Policy and Procedures and Rules of the Road
- 3.19.5 CYA Candidate Workbooks and Conductor Guides meet all the above requirements.
- 3.19.6 IEs may sign Logbooks only for Instructor Candidates that they have evaluated.



CYA Training Policy

- 3.19.7 IEs may endorse only current editions of Logbooks for Instructor Standards.
- 3.19.8 Instructor programs shall be run with a minimum of 6-8 candidates, with two (2) IEs conducting the entire program. When programs of more than eight (8) candidates are run, a conductor to candidate ratio of 1:4 shall be maintained. After the first two IEs, additional conductors may include: other IEs drawn from senior instructor ranks (current Advanced Instructors or higher); or other experts limited to specific components of the Ashore program.
- 3.19.9 When a demonstrated need exists for a program with less than six candidates, application must be made to the PSA and the National LTC/P Committee for approval for the running of the clinic. Whenever possible, programs should be combined to achieve the minimum number of candidates.
- 3.19.10 In the instance where a program of less than six candidates is approved, the conducting IE shall be from outside the host school except in regions of Canada where this is not feasible.
- 3.19.11 Orientation to a specific school's methods, programs, curriculum, etc. is not to be a part of a CYA/Provincially endorsed Instructor Program.
- 3.19.12 Individual in-house training is highly recommended but shall be offered as separate sessions from the Instructor Clinic. It is the intent of this policy that the CYA Instructor Standards be consistently and fairly applied to all Instructor Candidates Canada-wide.

NOTE: The PSA must approve any variation of any of the above items relating to the conduct of instructor clinics in writing, prior to clinic commencement.

3.20 YACHTMASTER AWARDS

- 3.20.1 Yachtmaster awards recognize individuals who have achieved CYA Cruising Standards and have completed considerable sea time. Refer to the Logbook for prerequisites. Awards are Yachtmaster Coastal and Yachtmaster Offshore.
- 3.20.2 In circumstances where candidates demonstrate the skills and knowledge worthy of the award but do not possess the CYA Standards, granting of the award may be considered by the CYA LTC/P Committee.
- 3.20.3 A copy of the application form for these awards is included in Appendix C to this section. Processing cost is \$250.00, and successful applicants will receive a burgee, lapel pin, and certificate.



3.21 INTERNATIONAL INSTRUCTOR EXCHANGE PROGRAM

- 3.21.1 The International Instructor Exchange Program gives CYA Instructors the opportunity to teach sailing and learn about teaching programs in other countries. The program was developed by the International Sailing Schools Association to promote an understanding of how other countries teach sailing.
- 3.21.2 The CYA invites applications from qualified Instructors who wish to teach sailing, windsurfing, or cruising in another country. CYA Instructors have taught in France, England, Spain and Austria. European instructors have taught at sailing programs in British Columbia, Alberta, Ontario and Nova Scotia.
- 3.21.3 Requirements for application as an Exchange Instructor are as follows:
- must be a currently certified and registered Instructor
 - must hold at least the Intermediate Instructor Standard for LTC Instructors
 - must pay your own travel costs to the host club or sailing school
 - must arrange with the host club your planned dates of arrival and departure and advise the CYA of these dates
 - must provide a refundable deposit of \$65.00 which will be returned after completion of your exchange and post exchange report
 - must purchase your own health insurance coverage for the duration of your exchange.
- 3.21.4 Responsibilities of the Host Club:
- must provide room and board for the length of the exchange
 - may provide pocket money to cover incidental expenses (this should be discussed prior to the exchange).
- 3.21.5 Other information:
- the length of the exchange is four weeks
 - preference will be given to applicants who provide a letter of recommendation from their PSA, Member Yacht Club, or sailing school
 - if your Club is interested in hosting a foreign instructor this would ensure that the program remains an exchange of instructors.
 - Contact the CYA for application forms and send the form and deposit to the Training Technical Coordinator at the CYA.

3.22 VHF RADIO INSTRUCTOR CERTIFICATION

- 3.22.1 A CYA Instructor of any level may apply to a Canadian Power & Sail Squadron to become an examiner for the Radiotelephone Operators' Restricted Certificate - Maritime Voluntary. CYA is developing materials in anticipation of delivering CYA -



CYA Training Policy

branded VHF training and licenses. Contact the CYA office for more information on this program.

3.23 CANADIAN POWER AND SAIL SQUADRON JOINT RECOGNITION PROGRAM

3.23.1 The Canadian Yachting Association and Canadian Power & Sail Squadron recognize the merits of each other's programs. Because the structure of the two systems is different level by level, equivalencies are neither feasible nor necessary. The following resolution has, however, been adopted by the CYA to allow CPS members at the appropriate level to cross into the CYA system.

"Current CPS members with their 'AP' level may challenge the Intermediate or Advanced Standard or join an appropriate course at either of these levels and upon successful completion be awarded that level and those levels below."

3.23.2 CYA Students holding the Coastal Navigation and Intermediate Cruising or Intermediate Powerboat Standards may enrol in the CPS - Junior Navigator (JN) course. Upon successful completion of the JN requirements, the Candidate will be invited to join CPS and be awarded Basic Boating, Seamanship (Power or Sail), Advanced Piloting (AP) and Junior Navigator (JN) levels."



APPENDIX A

LTC/P CURRENT EXAMINATIONS

Cruising

Basic Cruising Standard - Version A	1999
Basic Cruising Standard - Version B	1999
Basic Keelboat Racing Standard	1996
Intermediate Cruising Standard	1996
Advanced Cruising Standard	1998
Offshore Standard	1994

PowerBoat

Basic Outboard Powerboat Standard	1996
Basic Powerboat Standard	1996
Intermediate Powerboat Standard	1996

Navigation

Coastal Navigation Standard – East Coast	1998
Coastal Navigation Standard – Ontario/Quebec	1998
Coastal Navigation Standard – Prairies	1998
Coastal Navigation Standard – West Coast	1998
Advanced Navigation Standard	1994
Celestial Navigation Standard	1998
Celestial Navigation Draft (under review)	2005



APPENDIX B

CURRENT INSTRUCTOR GUIDES AND WORKBOOKS

Basic Cruising Instructor Course Conductor Guide	1996
Basic Cruising Instructor Candidate Workbook	1996
Basic Cruising Instructor Resource Guide	1996
Intermediate Cruising Instructor Course Conductor Guide	1996
Intermediate Cruising Instructor Candidate Workbook	1996
Advanced Cruising Instructor Course Conductor Guide	Under Development
Advanced Cruising Instructor Candidate Workbook	1996
Basic Power Instructor Course Conductor Guide	Under development
Basic Power Instructor Candidate Workbook	Under development



CYA Training Policy

APPENDIX C

APPLICATION FOR YACHTMASTER AWARD

Level Sought: (circle one) Yachtmaster Coastal [] Yachtmaster Offshore: []

Applicant Name: _____

Address: _____

City: _____ Province: _____ Country: _____

Postal Code: _____ Email Address: _____ Phone: _____

Yachtmaster Prerequisites:

- 1. CYA Standards: (Please attach copy of CYA Learn to Cruise International Logbook Accreditation) for Yachtmaster Coastal - CYA Advanced Cruising Standard for Yachtmaster Offshore - CYA Offshore Cruising Standard (or alternate experience)

Standard _____ Date Awarded _____ Instructor Name: _____

School & Location: _____

- 2. VHF Marine Radio Restricted Voluntary Certificate (Please attach copy of the current certificate)
3. First Aid Certificate (St. John Ambulance Standard First Aid or national equivalent) and CPR level B or higher. (please attach copy of the current certificates)

Cruising Experience: List cruises or races that contribute to the following: (please identify vessel size, type & rig.) Yachtmaster Coastal: Total experience must exceed 30 days & 1500 nautical miles in a yacht, five passages that exceed 60 miles non-stop, & two overnight passages as Skipper or Navigator.

Yachtmaster Offshore: Total experience must exceed 50 days & 2500 nautical miles of passages exceeding 60 nautical miles in a yacht. Applicants not holding the CYA Offshore Standard must have experience of 100 days & 5000 nautical miles with passages being completed as skipper exceeding 150 nautical miles.

Table with columns: Departure (Date, From), Arrival (Date, At), Distance (Day, Night), Passage Duration, Position (Duties)

(Attach additional sheets as required)

Endorsement of CYA Cruising Instructor-Evaluator (all applicants)

IE Name (print name here) _____ CYA No. _____

IE Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Attach cheque for \$250.00 and forward to the attention of the Training Division Coordinator, Canadian Yachting Association, Portsmouth Olympic Harbour, Ontario, K7M 6G4. (Funds will be returned if certificate not awarded.)



APPENDIX D

**Canadian Yachting Association
Instructor / IE Clinic Evaluation Report: Level _____**

Personal Information

Name _____ Instructor Number _____

Address _____

City _____ Province _____ Postal Code _____

Phone (H) _____ (W) _____

(Cell) _____ (Fax) _____

Email _____ Birthday _____

(Circle) Male / Female English / French

Ashore Skills/Theory

- Basic Cruising _____ % [OK / UNSUCCESSFUL]
- Basic Power _____ % [OK / UNSUCCESSFUL]
- Intermediate Cruising _____ % [OK / UNSUCCESSFUL]
- Intermediate Power _____ % [OK / UNSUCCESSFUL]
- Advanced Cruising _____ % [OK / UNSUCCESSFUL]
- Rules of the Road _____ % [OK / UNSUCCESSFUL]
- Coastal Navigation _____ % [OK / UNSUCCESSFUL]
- Instructor Examinations _____ % [OK / UNSUCCESSFUL]

Afloat Skills [SUCCESSFUL/UNSUCCESSFUL]

Evaluate: Sailing ability, COB, Seamanship, Command/Responsibility, Single-handed sailing

Teaching Ashore [SUCCESSFUL/UNSUCCESSFUL]

Teaching Afloat [SUCCESSFUL/UNSUCCESSFUL]

Professionalism [SUCCESSFUL/UNSUCCESSFUL]

Evaluator Comments





CYA Training Policy

Clinic Details & Evaluation Summary

Location: _____ Dates: _____ Host: _____

Candidate Status: **Complete / Incomplete / Unsuccessful** Date: _____

Certification Level: _____ Certification Expires: _____

IE's Name: _____ Signature: _____ CYA Card _____

IE's Name: _____ Signature: _____ CYA Card _____

Incomplete Items (check incomplete items) to be completed on/before (specify completion date) _____

Exams:

- | | | | |
|----------------------|-------------------------|------------------------|---------------------|
| Basic Cruising ◇ | Intermediate Cruising ◇ | Advanced Cruising ◇ | Offshore Cruising ◇ |
| Rules of Road ◇ | Basic Power ◇ | Intermediate Power ◇ | PCOC ◇ |
| Coastal Navigation ◇ | Advanced Navigation ◇ | Celestial Navigation ◇ | |

Working Papers:

- | | | | |
|-------------------------------|-----------------------|-----------------------|---------------------|
| Outboard Engine ◇ | Inboard Engine ◇ | C.O.B. ◇ | Marine Head ◇ |
| Safety & Distress Equipment ◇ | | Powerboat Technical ◇ | General Knowledge ◇ |
| Local Knowledge ◇ | Policy & Procedures ◇ | Public Relations ◇ | |

Other:

First Aid ◇ CPR-B ◇ VHF(DSC) ◇

Assignments: _____

Candidate Signature: _____



APPENDIX E

**Canadian Yachting Association
Cruising & Power Instructor Clinic / Certification Application**

Level Sought _____

Date Last Certified (level, date) _____

Check one indicating the method of certification sought:

First Clinic ___ Re-certification Clinic ___ Experience Endorsement ___ Special Endorsement ___

Crossover ___ Team Teaching ___

Last certification was achieved by: _____

Personal Information

Name _____ Instructor Number _____

Address _____

City _____ Province _____ Postal Code _____

Phone (H) _____ (W) _____

(Cell) _____ (Fax) _____

Email (H) _____ (W) _____

Birthday _____ (Circle) Male / Female English / French

Medical and Emergency Information

Emergency Contact _____ Relationship _____

Phone (H) _____ (W) _____ (Cell) _____

Address of Emergency Contact

Identify and Physical Disability or limiting Medical Condition

Prerequisites & Experience (Attach copies of certificates, licences, all CYA standards achieved)

First Aid Certificate issued by: _____ on _____ expires: _____

CPR Certificate issued by: _____ on _____ expires: _____

VHF Licence issued at: _____ date: _____

CCG Proficiency issued by: _____ date: _____

Highest CYA Student Levels Achieved:

Afloat Cruising level _____ issued at: _____ date: _____

Afloat Power level _____ issued at: _____ date: _____

Navigation level _____ issued at: _____ date: _____



CYA Training Policy

Highest CYA Instructor Levels Achieved:
Cruising

Power

IE

Level _____

Clinic Location _____

Date _____

Conductor(s) _____

Special Endorsements & Date _____

CYA Instructor Experience Hours

Period

Level

Classroom

Afloat

Live Aboard

Additional Qualifications (attach copies of certificates, logs etc)

CPS Level, Squadron &

Year _____

CPS Electives _____

Other Organizations (e.g. RYA, ASA, US Sailing....)

Organization, Level & Year

Organization, Level & Year

Boating Experience - Identify vessel type, number of years & location(s), identify day/night

As Crew:

As Navigator:

As Skipper:

As Owner:



CYA Training Policy

Other Related Experience - Training / skills / technical experience (marine engines, training courses, scuba, first aid....)

IE Recommendation of Candidate (all except Basic Instructor levels)

I hereby provide an unqualified recommendation to the Provincial & National Committees for this candidate to become an Instructor at the identified level. I have observed the candidate teaching students. The candidate has the knowledge & ability to coach & evaluate students. The candidate has demonstrated the skills and ability to teach at the certification level sought. I believe he/she will uphold CYA Policy and the LTC&P Code of Ethics.

IE Name: _____ Card #: _____ Signature: _____ Date: _____

IE Recommendation of Candidate (Special endorsements only)

I have personally reviewed the attached curriculum & lesson plans and confirm that these plans appropriately cover the material in the indicated standard. I certify that candidate has written the exam for the level of certification desired to 90% in 2 hours.

Date written: _____ Mark Achieved: _____

IE Name: _____ Card #: _____ Signature: _____ Date: _____

Additional information required (attach separate sheets as required):

For **all Navigation Instructor standards**: identify practical day and night experience at the requested level and outline any additional qualifications to support the IE recommendation above.

For **Advanced Navigation Instructor**: identify Practical Radar Training (attach Evidence).

For **Racing Instructor**: Describe racing experience.

For **Intermediate & Advanced** instructor standards, identify flying sail experience.

For **all special endorsements** clarify the need for an instructor at the desired level in your area.

Instructor (excluding new candidates) & I.E. Candidates should complete the candidate activity report.

Number of separate sheets attached: _____

Candidate Agreement and Disclaimer

I will participate at my sole risk and responsibility and agree to abide by CYA Policy and observe any safety and seamanship concerns of the Instructor Evaluator. I voluntarily waive any rights of action against the CYA and Instructors for any injuries, damages or losses that my property or I might sustain. I hereby certify that all of the foregoing information provided is true and correct. Further I agree to uphold the Canadian Yachting Association and the CYA Learn to Cruise and Power Policies and Code of Ethics.

Signature: _____ Date: _____



CYA Training Policy

APPENDIX F

Application for LTC & LTP Instructor Evaluator Clinic

Clinic date:

Please indicate whether you are applying to become a **Basic Cruising IE**____ (must be an Intermediate Instructor) **OR** a **Senior Cruising IE**____ (must be an Advanced and Coastal Navigation Instructor or higher)

Name:_____ Instructor #:_____

Address:_____

City:_____ Province:_____ Postal:_____

Phone (H):_____ (W):_____

Fax:_____ e-mail:_____

Member Organization:_____

Occupation:_____

In the event of an emergency, please contact:_____ Relationship:_____

Address:_____ Phone (H):_____ (W):_____

Do you have any physical disability or limiting medical condition?_____

List other Sailing or Yachting Association that you are affiliated with:_____

PREREQUISITES

Please attach photocopies of all certificates and license. For CYA Instructor levels, if you have more than six, list the highest levels first.

- CYA Instructor Level(s):_____ Location_____ Year_____ IE_____
- CYA Instructor Level(s):_____ Location_____ Year_____ IE_____
- CYA Instructor Level(s):_____ Location_____ Year_____ IE_____
- CYA Instructor Level(s):_____ Location_____ Year_____ IE_____
- CYA Instructor Level(s):_____ Location_____ Year_____ IE_____
- CYA Instructor Level(s):_____ Location_____ Year_____ IE_____
- First Aid (Minimum Standard Level) Type:_____ Date Issued (M/Y)_____
- CPR (Minimum Level "B") Type:_____ Date Issued (M/Y)_____
- VHF License Issuer:_____ Date Issued (M/Y)_____
- CCG Pleasure Craft Operator Card Issuer:_____ Card #:_____

TEACHING EXPERIENCE

List the name(s) of sailing schools worked at including contact information, and student information.

Year	School	Location	Contact	Phone	Levels Taught	Number of Programs	Number of Students

TRAINING DIVISION POLICY MANUAL

ADDITIONAL QUALIFICATIONS

Please list any non-CYA courses that you have completed to enhance your qualifications.

Year	Course Name	Course Location	Course Provider	Topics Covered	Course Duration

Do you have any related skills and/or technical experience? _____

Do you have any other teaching or educational experience? _____

INSTRUCTOR CANDIDATES EVALUATED

Re-certifying candidates only - Please list all instructor candidates you have certified or re-certified in the last three years starting with the most recent. Also include samples of instructor evaluation reports.

Year	Location	Level	Cert or Re-cert	Candidates Name	Successful or Unsuccessful

RECOMMENDATION

New candidates only – I hereby provide an unqualified recommendation to the National LTC Committee for this candidate to become a LTC/LTP Instructor Evaluator. I have personally observed the candidate's seamanship practices and sailing ability and am confident that he/she possesses the knowledge of the CYA standards and policies, including the ability to teach and evaluate them.

IE's Name (Print): _____ Sign: _____ Date: _____

DISCLAIMER & AGREEMENT

I hereby understand that the selection of candidates for attendance at a CYA IE clinic is by invitation of the National LTC/LTP Committee. If selected, I will participate at my sole risk and responsibility and agree to abide by the rules and regulations of the CYA and the host organization. I voluntarily waive any rights of actions against the CYA, the host organization and/or any course conductors for any injuries, damages or losses that my property or I might sustain. I hereby certify that all the foregoing information is true and correct and agree to uphold CYA policy.

Name (Print): _____ Sign: _____ Date: _____

RETURN INFORMATION

Please send completed form including additional information and prerequisites to:

**Training Technical Coordinator, Canadian Yachting Association,
Portsmouth Olympic Harbour, 53 Yonge Street, Kingston, ON, K7M 6G4**

Fax : (613) 545-3045 e-mail: sailcanada@sailing.ca



APPENDIX G

DRAFT NATIONAL STANDARD FOR PLEASURE CRAFT SAIL AND POWER TRAINING VESSELS UP TO 24 METERS IN LENGTH

Bulletin No.:

RDIMS No.:

Date: October 27, 2004

Transport Canada (TC) recognizes **Canadian Yachting Association and the International Sail and Power Association** as the only course providers who have appropriate standards and instructors for on-the-water sail and power boating instruction.

PURPOSE:

- To provide a safe environment for the training of recreational boaters on the water.
- To ensure that recreational boaters continue to be taught in recreational vessels and are not classified as passengers when doing so.
- To ensure recreational vessels used for this purpose do not require a commercial vessel license.
- To ensure that CYA and ISPA pleasure craft boating instructors continue to be considered as recreational boaters and require no additional certification.
- To work with the Canadian Coast Guard (CCG) and Transport Canada (TC) to continue to provide an appropriate regulatory environment for training recreational boaters safely on the water.

LENGTH OF A VESSELS:

In determining the overall length of a vessel, for the purposes of this section, the definitions found in ISO 8666 shall be used.

VESSEL SAFETY:

All vessels must comply with the Small Vessel Regulations Parts I, II, III, VI, and VIII and the Construction Standards for Small Vessels (TP1332) Sections 1, 2, 3, 4, 6, 7 and 8 as they apply to Pleasure Craft.

VESSEL SAFETY EQUIPMENT CARRIAGE REQUIREMENTS:

In addition to the equipment required by the Small Vessel Regulations, additional equipment as required in Schedule 1 shall be carried.

PERSONS ENROLLED IN COURSES:

That all persons onboard will be enrolled in an appropriate level course with either a registered CYA school and CYA instructor for CYA courses, OR with a registered ISPA school and ISPA instructor for ISPA courses.

Each person taking the course must have in their possession a receipt from the school which is clearly states the level of course they are enrolled in.



INSTRUCTOR STANDARDS:

Instructors are required to maintain annual current Certification from **Canadian Yachting Association** or the **International Sail and Power Association** at an instructor level for the course taking place.

Instructors must be carrying, and be able to produce, the instructor plastic wallet card issued annually and stale dated, with the level of sail and/or power certification clearly marked. CYA instructors may only teach CYA courses, ISPA instructors may only teach ISPA courses.

CYA and ISPA Schools are required to inspect the instructor's card prior to a course taking place. Recognized Instructor Standards will be used for ascertaining whether the Instructor is appropriate for the intended passage.

Instructors must comply with their respective association's requirements for teaching and certification of the standards.

NOTE: The CYA or ISPA instructor logbook certification does not constitute proof of an instructor being current for any given year. Logbooks showing instructor certification will not be accepted as proof of being current.

ISPA pleasure craft course levels, certification on completion, and level of instructors required to teach each level:

SAIL

Young Mariner Competent Crew Certificate (under 18 years)

ISPA Competent Crew Basic Sailing Certificate

On completion and registered with ISPA.

Certified to live aboard a sailing vessel in tidal waters as Competent Crew. In an emergency, be able to substitute as skipper. Competent to sail a vessel under 30 ft/10 meters, where no navigational hazards exist, within 5 miles of safe harbour, during daylight hours only, in light to moderate wind conditions.

Instructor level required: Minimum ISPA Day Skipper Instructor

ISPA Day Skipper Intermediate Sailing Certificate

On completion and registered with ISPA.

The holder is certified as the skipper of a live aboard sailing vessel, to be responsible for the safety of his/her vessel and crew, while day sailing in familiar waters, within 10 miles of safe harbour, during daylight, in moderate wind and sea conditions using basic navigational skills.

Instructor level required: Minimum ISPA Day Skipper Instructor



ISPA Coastal Navigation Certificate

On completion and registered with ISPA.

Certified to be competent to navigate a cruising vessel safely, in coastal/tidal waters, within 25 miles of safe harbour, by day, using charts, a hand bearing compass, GPS, and navigational aids.

Instructor level required: Minimum ISPA Coastal Skipper Instructor

ISPA Coastal Skipper Sail Advanced Sailing Certificate

On completion and registered with ISPA.

The holder is certified as the skipper, to be responsible for the safety of his/her sailing vessel and crew, for coastal passages within 50 miles of safe harbour, in coastal/tidal waters, where navigational hazards exist, day or night with good visibility.

Instructor level required: Minimum ISPA Coastal Skipper Instructor

ISPA Yachtmaster Offshore Sailing Certificate. Advanced Passage maker Includes electronic navigation and radar.

On completion and registered with ISPA.

The holder is certified as the skipper and navigator, to be responsible for the safety of his/her sailing vessel and crew, while making offshore passages within 150 miles of the coastline, where navigational and weather hazards exist, in any conditions, at any time day or night.

Instructor level required: Minimum ISPA Yachtmaster Offshore Instructor

ISPA Yachtmaster Ocean Sailing Certificate. Ocean Passagemaker includes Celestial navigation.

The holder is certified as the skipper and navigator, to be responsible for the safety of his/her vessel and crew for ocean passages, where navigational and weather hazards exist, in any conditions, at any time day or night.

Instructor level required: Minimum ISPA Yachtmaster Ocean Instructor



CYA Training Policy

POWER

ISPA Competent Crew Basic Power Certificate

On completion and registered with ISPA.

Certified as being competent to live aboard a coastal cruising power driven vessel and act as Competent Crew. In addition is competent to substitute as skipper in an emergency.

Certified to skipper power driven vessels under 4 meters in non-tidal waters where no navigational hazards exist, within 5 miles of safe harbour, during daylight hours only, in light to moderate wind conditions.

ISPA Day Skipper/Intermediate Power Certificate

On completion and registered with ISPA.

The holder is certified as the skipper to be responsible for the safety of his/her vessel and crew, while operating a power driven vessel, in familiar waters within 10 miles of safe harbour, during daylight, in moderate wind and sea conditions using basic navigational skills.

ISPA Coastal Navigation Certificate

On completion and registered with ISPA.

The holder is certified competent to navigate a cruising vessel safely, in coastal/tidal waters, within 25 miles of safe harbour, by day, using charts, a hand bearing compass, GPS, and navigational aids.

ISPA Coastal Skipper Power Certificate Advanced Power Boating Course

On completion and registered with ISPA.

The holder is certified as the skipper, to be responsible for the safety of his/her sailing vessel and crew, for coastal passages within 50 miles of safe harbour, in coastal/tidal waters, where navigational hazards exist, day or night with good visibility.

Yachtmaster Offshore Power Certificate. Includes electronic navigation and radar

The holder is certified as the skipper and navigator, to be responsible for the safety of his/her sailing vessel and crew, while making offshore passages within 150 miles of the coastline, where navigational and weather hazards exist, in any conditions, at any time day or night.



ISPA INSTRUCTOR REQUIREMENTS

ISPA Instructor levels SAIL

Day Skipper Sailing Instructor: Certified to teach Competent Crew and Day Skipper SAIL

Coastal Skipper Sailing Instructor: Certified to teach Coastal Navigation and Coastal Skipper SAIL and above.

Yachtmaster Offshore Sailing Instructor: Certified to teach Yachtmaster Offshore SAIL and above.

Yachtmaster Ocean Sailing Instructor: Certified to teach Yachtmaster Ocean SAIL and above.

ISPA Instructor levels POWER

Day Skipper Power Instructor: Certified to teach Competent Crew and Day Skipper POWER

Coastal Skipper Power Instructor: Certified to teach Coastal Navigation and Coastal Skipper POWER and above.

Yachtmaster Offshore Power Instructor: Certified to teach Yachtmaster Offshore POWER and above.

Yachtmaster Ocean Power Instructor: Certified to teach Yachtmaster Ocean POWER and above

Instructors competency to teach SAIL and/or Power is detailed on instructor plastic wallet cards issued annually and stale dated, with the their level of sail and/or power certification.

Instructor Evaluators

NOTE In addition Instructor Evaluators certify instructors. Instructor Evaluators also carry plastic wallet cards, issued annually which are stale dated and state what instructor certification they are competent to certify.



CYA Training Policy

CYA course levels, certification on completion, and level of instructors required to teach each level:

Learn to Cruise Program – Sail

Introduction to Boating: Introduces novice boaters to safe practices in preparing to leave the dock, while underway, and when returning to dock. **This standard may be taught in a sailing vessel or a powerboat.** It is expected that the vessel will be less than 12 meters in length.

Instructor level required: Minimum CYA Basic Cruising Instructor

Basic Crew: To be able to act as a competent crew while cruising safely in familiar waters aboard a sloop rigged keelboat yacht of 6 to 10 metres in moderate wind and sea conditions by day.

Instructor level required: Minimum CYA Basic Cruising Instructor. If taught in a live-aboard format, instructor must have CYA Advanced student standard.

Basic Cruising: To be able to cruise safely in familiar waters as both skipper and crew of a sailing yacht of 6 to 10 metres in moderate wind and sea conditions by day.

Instructor level required: Minimum CYA Basic Cruising Instructor. If taught in a live-aboard format, instructor must have CYA Advanced student standard.

Basic Keelboat Racing: To be able to compete in a race with an ~ understanding of the principle racing rules, protest procedure, and applying sailing and seamanship skills in winds up to 20 knots.

Instructor level required: Minimum CYA Basic Keelboat Racing Instructor. If taught in a live-aboard format, instructor must have CYA Advanced student standard.

Intermediate Crew: To be able to cruise safely in familiar waters as crew of a sailing yacht of 8-12 metres in moderate wind and sea conditions by day. Emphasizes on-the-water live-aboard skills.

Instructor level required: Minimum CYA Intermediate Cruising Instructor



CYA Training Policy

Intermediate Cruising: To be able to cruise safely in familiar waters as both skipper and crew of a sailing yacht of 8-12 metres in moderate wind and sea conditions by day. Emphasizes on-the-water live-aboard skills. This is the recommended minimum qualification for bareboat chartering.

Instructor level required: Minimum CYA Intermediate Cruising Instructor

Advanced Crew: To be able to safely act as crew of a sailing yacht of 10-15 metres, operating day and night in coastal or inland waters in any weather.

Instructor level required: Minimum CYA Advanced Cruising Instructor

Advanced Cruising: To be able to safely act as skipper and crew of a sailing yacht of 10-15 metres, operating day and night in coastal or inland waters in any weather.

Instructor level required: Minimum CYA Advanced Cruising Instructor

Offshore: To be able to safely act as skipper and crew of a sailing yacht on an offshore passage exceeding 500 miles in length and venturing more than 100 nautical miles from land.

Instructor level required: Minimum CYA Offshore Cruising Instructor

Learn to Cruise Program – POWER

Introduction to Boating: Introduces novice boaters to safe practices in preparing to leave the dock, while underway, and when returning to dock. **This standard may be taught in a sailing vessel or a powerboat.** It is expected that the vessel will be less than 12 meters in length.

Instructor level required: Minimum CYA Basic Cruising Instructor or CYA Basic Power Instructor

Basic Outboard PowerBoat: To be able to operate safely in familiar waters an outboard-propelled vessel under 6 meters in length, powered by an outboard engine under 10 horsepower.

Instructor level required: Minimum CYA Basic Power Instructor

Basic PowerBoat: To be able to operate safely in familiar waters a vessel over 6 meters in length powered by an engine over 9.9 horsepower.

Instructor level required: Minimum CYA Basic Power Instructor



CYA Training Policy

Basic Powerboat – Commercial: Includes material covered in the Basic Power standard as well as additional topics which are of interest to operators of commercial vessels.

Instructor level required: Minimum CYA Basic Power Instructor

Intermediate PowerBoat: To be able to operate safely in familiar waters a power drive vessel over 8 meters propelled by an inboard-outboard or inboard engine. This standard emphasizes live aboard cruising skills.

Instructor level required: Minimum CYA Intermediate Power Instructor

Learn to Cruise Program – NAVIGATION

Coastal Navigation: To be able to demonstrate the navigational theory required to safely navigate a sailing yacht in coastal or inland waters. The practical application is introduced in the Intermediate standards and is demonstrated in the Advanced Cruising Standard.

Instructor level required: Minimum CYA Coastal Navigation Instructor. If taught in a live-aboard environment the instructor must also have the CYA Intermediate Instructor Standard.

Celestial Navigation: To be able to demonstrate the celestial navigation theory required to safely navigate a sailing yacht on an offshore passage. The practical application is conducted in the Offshore Standard

Instructor level required: Minimum CYA Celestial Navigation Instructor. If taught in a live-aboard environment the instructor must also have the CYA Advanced Instructor Standard

Advanced Navigation: To be able to safely navigate a vessel in all conditions of visibility and weather in accordance with a prepared passage plan, applying the principles and techniques of safe navigation aided by electronic instruments and radar.

Instructor level required: Minimum CYA Advanced Navigation Instructor. If taught in a live-aboard environment the instructor must also have the CYA Advanced Instructor Standard



CYA Instructor levels – SAIL

Basic Cruising Instructor: may instruct and certify student levels: Introduction to Boating (sail and power), Basic Crew, Basic Cruising

Basic Keelboat Racing Instructor: may instruct and certify student levels: Basic Keelboat Racing

Intermediate Cruising Instructor may instruct and certify student levels: Intermediate Crew, Intermediate Cruising as well as student levels certified by Basic Cruising Instructor

Advanced Cruising Instructor: may instruct and certify student levels: Advanced Crew, Advanced Cruising as well as student levels certified by Basic and Intermediate Cruising Instructor

Offshore Cruising Instructor: may instruct and certify student levels: Offshore Cruising as well as student levels certified by Basic, Intermediate, and Advanced Cruising Instructor

CYA Instructor levels – Power

Basic Outboard Instructor: may instruct and certify student levels: Introduction to Boating (power, outboard), Basic Outboard – Powerboat

Basic Power Instructor: may instruct and certify student levels: Introduction to Boating (power, any type), Basic Outboard – Powerboat, Basic Powerboat

Intermediate Power Instructor: may instruct and certify student levels: Intermediate Power as well as student levels certified by Basic Power Instructor

CYA Instructor levels - Navigation

Coastal Navigation Instructor: may instruct and certify student levels: Coastal Navigation

Celestial Navigation Instructor: may instruct and certify student levels: Celestial Navigation

Advanced Navigation Instructor: may instruct and certify student levels: Advanced Navigation

Instructor Evaluators

NOTE: In addition Instructor Evaluators certify instructors. Instructor Evaluators also carry plastic wallet cards, issued annually which are stale dated and state what instructor certification they are competent to certify.



CYA and ISPA Student Training Requirements

Prior to departure the Instructor will ensure that all of the required safety equipment is present and in proper condition. Further the Instructor will teach or otherwise ensure that all students understand the following:

- the proper wearing of the Personal Flootation Devices (PFDs)
- the safety rules of the vessel,
- the location of the through hulls,
- the location and operation of the safety equipment
- how to operate the safety equipment
- the location of the fire extinguishers and the mustering station.

Emergency Contingency Plans

Prior to the departure the Instructor will ensure that there are contingency plans in place to deal with emergencies including but not limited to:

- Adverse weather conditions beyond the scope of the course
- Man Overboard
- Fire
- Steering Failure
- Medical Emergency
- Engine or Propulsion Failure
- Re-fuelling, Fuel Spills & Environmental Response
- Electrical, electronics or communications equipment failure
- Hull, equipment, sails and rigging damage or failure
- SAR and giving assistance to other vessels



CYA Training Policy

“SCHEDULE I”

ADDITIONAL EQUIPMENT REQUIREMENTS

These requirements are in addition to the CCG Small Vessel regulations and are drawn from the standards of the International Sailing Federation (ISAF) Offshore Racing Special Regulations, the Offshore Racing Council (ORC Ltd.), the International Sail and Power Association and the Canadian Yachting Association.

Column 1 Equipment checklist for **Sailboats** teaching:

ISPA Young Mariner Competent Crew Certificate and Competent Crew Courses.

CYA Introduction to Boating, Basic Crew and Basic Cruising Courses.

Column 2 Equipment checklist for **Sailboats** teaching:

ISPA Day Skipper Courses. ISPA Coastal Navigation Courses

CYA Intermediate Courses, CYA Navigation courses when taught afloat.

Column 3: - Equipment checklist for **Sailboats** teaching

ISPA Advanced Coastal Skipper

CYA Advanced Courses.

Column 4: - Equipment checklist for **Sailboats** teaching

ISPA Yachtmaster Offshore. ISPA Yachtmaster Ocean Courses

CYA Offshore Courses.

Column 5: - Equipment checklist for **Powerboats** teaching

ISPA Competent Crew and Day Skipper Courses.

CYA POWER Courses

Column 6: - Equipment checklist for **Powerboats** teaching

ISPA Coastal Navigator and Coastal Skipper Courses. In addition radar and weather fax for Yachtmaster offshore course



CYA Training Policy

	1	2	3	4	5	6
Transport Canada & Canadian Coast Guard Requirements (Small Vessel Regulations)	√	√	√	√	√	√
Additional Vessel Equipment						
First Aid Kit	√	√	√	√	√	√
Sharp/ Rigging knife	√	√	√	√		√
Wooden plugs (tapered)	√	√	√	√	√	√
WT Flashlight with spare bulb & batteries	√	√	√	√	√	√
Radar reflector	√	√	√	√	√	√
Smoke detector (s) (if enclosed cabin containing engine or cooking equipment)	√	√	√	√	√	√
CO detector (if enclosed cabin containing engine or Cooking equipment)	√	√	√	√	√	√
Propane detector (If Propane O/B)	√	√	√	√	√	√
Emergency food & water				√		
Basic tools & spare parts	√	√	√	√	√	√
Inflatable or Rigid dinghy		√	√			√
Emergency Equipment						
Emergency steering tiller	√	√	√	√		
Emergency steering device				√		
Means of reefing jib	√	√	√	√		
Able to demonstrate MOB (halyard or snap shackle) method of retrieval	√	√	√	√		
MOB marker pole	√	√	√	√		
Mainsail reefing	√	√	√	√		
Heavy weather jib				√		
Man Overboard Protection (ISO 15085)	√	√	√	√	√	√
EPIRB				√		
Inflatable Life raft				√		
Emergency Abandon ship bag				√		
Navigation						
Binoculars		√	√	√		√
Barometer		√	√	√		√
Vessel Compass	√	√	√	√	√	√
Depth sounder (or Hand lead line)	√	√	√	√	√	√
Knot meter	√	√	√	√		
Handheld compass	√	√	√	√	√	√
Chart #1 **	√	√	√	√	√	√
Charts (corrected up to date) **	√	√	√	√	√	√
List of Lights, buoys & fog signals **	√	√	√	√	√	√
Vessel Logbook *	√	√	√	√	√	√
Small Craft Guide **	√	√	√	√	√	√



CYA Training Policy

Navigation (continued)						
Tide / Current Tables **	√	√	√	√	√	√
VHF	√	√	√	√	√	√
GPS or Loran C**	√	√	√	√	√	√
Weather Fax <u>or</u> SSB modem / weather program				√		
Or proven method of obtaining weather						
Radar (if teaching Radar usage)				√		
Marine SSB Radio (outside VHF range)				√		
Vessel log sheets (for students) *		√	√	√	√	√
Barometer or MAFOR sheets (for students) *		√	√	√	√	√
Sextant (if teaching Celestial Navigation)				√		
Nautical Almanac (if teaching Celestial)				√		
Sight Reduction Tables (if teaching Celestial)				√		
Personal						
Safety harness		√	√	√		
Jack lines available onboard		√	√			
Jack lines fitted				√		
Pea less whistle attached to PFD/lifejacket	√	√	√	√	√	√
Strobe Light attached to PFD/lifejacket			√	√		

Notes:

- * Excluded for Introduction and Basic level Courses
- ** Local knowledge will be considered as an alternate to these publications for Introduction and Basic level training courses