



Cruising Panel Newsletter - January 2015

To: Cruising & Powerboating Schools & Instructors

New Approach to Logbooks

A new approach to recording student progress through the Sail Canada Keelboat and Powerboat training system is in development. In November Sail Canada staff informed the Cruising Panel that little inventory of the Logbook covers and inserts remained and that printing would be required to meet orders in 2015. Conversation within the Cruising Panel and with LTC&P schools and instructors across the country determined that a new direction should be taken. The strategy includes the following:

- The details of standards defining the learning progression, knowledge, performance expectations and learning objectives will be available on the Sail Canada website and will no longer be duplicated in logbook
- A smaller logbook, approximately passport sized will be produced and available early in 2015. This logbook will include a brief description of the learning progression in the keelboat and powerboat training systems as well as signoff squares showing achievement of standards (similar to the current logbook) as well as pages for accumulation of experience (cruising and regatta)
- A card is to be developed showing student standards. In its final format, plans are to have a list of standards achieved (perhaps just the highest level) and a link that when scanned (possibly a QR code) will connect the user to an electronic version of training completed and standards achieved.

The new logbook format will be available when all of the previous style have been shipped. Expectations are to roll the card out in 2016 once process flow and pricing issues have been resolved. Specific capabilities may be rolled out in a phased approach. Expect more news on this as capabilities are developed.

Coachboats and Vessels used in the Management of Competition

This issue impacts many clubs and schools. Vessels used in delivering coaching and competition management services may be classified as non-pleasure craft by Transport Canada. When individuals aboard the vessel are compensated for the activity being

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performed then the vessel will most likely be classified as passenger carrying and be subject to rules governing operator training and certification as well as safety equipment and construction requirements that differ from those required for pleasure craft. Specific situations where this is of concern include:

- On water Instructor training where candidate performance is observed from a chase boat (Cruising Basic Keelboat clinic)
- On water Student training where candidates are coached from a chase boat (CANSail levels)
- On water situations where students are carried in a coach boat (CANSail Dinghy)
- Clubs that use paid staff to lay marks for or for managing competition
- Clubs that compensate volunteers for work such as laying marks for or for managing competition

These situations are not covered by the Recreational Boating Standard. Sail Canada is working with Transport Canada to reach a resolution that will allow these vessels to operate under a consistent set of rules within CSA 2001 and Small Vessel Regulations.

Pilot Standards Available for 2015

In 2014 a number of standards were offered in a 'pilot' framework in very limited areas of the country. These standards will remain in "pilot" mode for 2015 and will be posted on the Sail Canada site and will be available for use by schools and clubs across the country. Standards piloted in 2014 include:

- **Start Keelboat Sailing Pilot**- an entry point to developing sailing skills, intended for delivery on small keelboats, this standard precludes much of the theory and command skills that are part of Basic Cruising. Candidate evaluation is through observing on-water performance and through completion of an evaluated student workbook (70% required). This standard may be certified by Basic Cruising Instructors.
- **Spinnaker Pilot**- a standalone standard, providing an option to gain skills in handling one or more of the range of flying sails in use without having to enrol in the advanced cruising levels. Both student and instructor levels have been defined. This standard defines skill training also carried out in the CANSail Dinghy environment. Effort is underway to define a single standard that will fit the needs of both the keelboat and dinghy training schemes. Advanced Cruising Instructors and Spinnaker Instructors may certify students in this standard.
- **Introduction to Keelboat Racing Pilot** - The Basic Keelboat Racing standard was reviewed and curriculum plans to deliver the standard tended to be longer than appropriate for the marketplace. This pilot standard is the first part of two standards intended to replace the current Basic Keelboat Racing standard. The Start Keelboat Sailing Pilot standard or Basic Cruising are prerequisites to this standard. This standard may be certified by Basic Keelboat Racing Instructors.
- **Basic Keelboat Racing Pilot** - This pilot standard is the second part of two standards intended to replace the current Basic Keelboat Racing standard. The Introduction to Keelboat Racing Pilot is a prerequisite to this standard. This standard may be certified by Basic Keelboat Racing Instructors.

Additional potential pilots for 2015 include:

- Coastal Navigation for Day Sailors
- Start Keelboat Sailing Instructor
- Community Keelboat Instructor

Move to Modules

The Cruising Panel is continuing work on the definition of Modules within our existing standards for evaluation of student capabilities in the Learn to Cruise and Power keelboat and powerboat training systems. These modules, loaded into the Sail Canada Online System (Powered by Checklick) will allow instructors to record student competence in parts (a

module) of the skill set that needs to be demonstrated for certification of a standard. These will be available for use in the 2015 season although schools may choose to continue to follow the existing process and evaluate students on the entire standard. This work is a continuing effort. Instructors are urged to review the module definitions for the standards they are certified to teach. The definitions will be available for review in the members section of the Sail Canada website and as the definitions are built they will be posted there. Please direct comments or suggestions to cruising@sailing.ca.

Time to complete standards

Students whose skills are recorded in this system will no longer be subject to the requirement that afloat and ashore components be completed in 12 months. No time limitation will be placed on the completion of the set of modules leading to a standard. The expectation is that students will continue to be able to perform at the level of proficiency required for successful completion of a module as they progress towards completion of a standard.

Instructor Clinic Management and Reports

The LTC&P Practices and Procedures Manual (accessible through your [Sail Canada Profile](#)) defines reporting requirements for those conducting Keelboat and Powerboat Instructor Development clinics. Instructor Evaluators are reminded that they are each expected to complete a copy of this report for each clinic they conduct. The completed report is to be forwarded to the local PSA and to Sail Canada. Please forward an electronic version of the Sail Canada copy of the completed report to cruising@sailing.ca. Evaluators are also reminded that the candidates are expected to complete clinic evaluation reports. Copies of these reports must be forwarded to the local PSA.

A document covering approach to and considerations for the scheduling Keelboat and Powerboat Instructor clinics has been prepared and submitted to the TCC for review. Once accepted this will be added to information contained in the LTC&P Practices and Procedures Manual.

PCOC Changes

In 2014 all course providers (Sail Canada is one of these) submitted documents showing compliance with TC quality assurance plans. These plans include requirements for monitoring and reporting instructor activity and for support of continuing knowledge development and training for instructors. Starting with the 2015 instructor registration process, PCOC instructors will be asked to commit to complying with the TC test protocol and rules for delivering courses and examining candidates. Updated versions of the test protocol are available at sailing.ca. You should be aware that training sessions covering the PCOC syllabus must be at least 4 hours in duration (excluding time for completion of exams).

School Registrations

School registration with the applicable PSA and Sail Canada became mandatory in 2014. Seal applications for successful Cruising and Powerboating students must be submitted through registered schools and only instructors working through registered schools will be given access to Cruising and Powerboating modules for evaluation of student progress. The school registration process is straight forward and relatively inexpensive. Organizations delivering Sail Canada LTC&P training should plan to register for the 2015 season through their [Provincial Sailing Association](#).

Standard for Recreational Boating Schools and Transport Canada

Sections 7.2 and 8.2 of the Transport Canada Standard for Recreational Boating Schools (TP15136) require that the student and instructor standards "must contain a description of the expected level of physical activity associated with each course level." This information is not included in the cruising and powerboating standards currently published nor in Annex H of the LTC&P Practices and Procedures manual. A description of the expected level of physical activity associated with each course level has been prepared for both the student and instructor standards and will be available at sailing.ca in January.

Sail Canada has asked for clarification of issues relating to the use of PFDs on recreational training vessels and on the requirements for lifelines and grab rails. We are waiting for responses to these questions and will forward pertinent information to you once responses have been received from Transport Canada.

All Cruising and powerboating schools that register with Sail Canada will be expected to comply with CSA 2001, the Small Vessel regulations and with applicable requirements for operation of non-pleasure craft or the Standard for Recreational Boating Schools.

Comment on Common Standards / CANSail for Dinghy and Keelboat

A major initiative of the TCC (Sail Canada Training and Certification Committee) is to develop ways to take advantage of materials designed for one training system across all of the training schemes operating under the Sail Canada name. The intent is to define common skill development processes and approaches to training that can be applied across a range of vessels and in both a race and cruising oriented concept. You can expect to hear more on the development of these training tools in the coming months.

Branding of Powerboat Training

A session on Sail Canada Powerboat training was held at the Sail Canada AGM held in Victoria in October. One discussion area at this presentation recognized the fact that the Sail Canada brand does not resonate with those seeking training on the safe operation of powerboats. The Cruising Panel has submitted a recommendation to TCC that a new brand be developed for this product and this recommendation has been forwarded to the Sail Canada Executive Director for discussion with the Board.

New in 2015

- Electronic Sail Canada Cards
- Deal on Helly Hansen
- Online Services for Sail Canada Learn to Cruise Programming
- Updated Fee Model

Electronic Cards - Starting in January 2015, Registered Instructors will be able to download an electronic card listing their valid certifications. The card will be accessed through your Sail Canada profile and available to be updated at any time. This will replace the plastic Instructor & Coach cards previously sent out. Access this service through your Sail Canada profile once you have registered for 2015.

Deal on Helly Hansen Sailing - in Spring of 2015 Helly Hansen will offer discount on their Sailing line to all registered Sail Canada Instructors. Stand by for more information!

Online Services - Sail Canada/CYA Cruising Standards are now supported by online services! Online checklists for Sail Canada/CYA Learn to Cruise Standards are now available to Sail Canada member Sailing Schools. These services offer an electronic tool to the Instructor to track the progress of the student in the Sail Canada/CYA Basic Cruising and Intermediate Cruising Levels of Standard, and an online sailing profile for the Student to review their progress in the national standards.

Updated fee structure - Starting in 2015 a new fee structure will be applied to Cruising and Powerboating schools to support continued development of the national LTC&P training system. The fees collected will be based on the number of students trained by a school. The actual amount of the fee will be set by your respective Provincial Sailing Association in conjunction with Sail Canada and will be established either through an increased fee for provision of Program Achievement seals sent to your school (based on a seal application) or on students loaded into and evaluated using the LTC&P system modules offered in Sail Canada's Online Service. Contact your PSA to find out more and access guidance to build these costs into your student registration fees.

Reminders from 2014 Communications

Basic Cruising Crew Overboard under Sail

We continue to recommend the Reach/Tack/Reach COB return as the method to teach in Basic Cruising. Recovery of the person overboard may be accomplished with the victim on either the windward or leeward side of the vessel. Instructors must discuss with student the factors which might lead to determination of the best strategy. Weather and sea state, condition of the victim, type and size of vessel and proximity of navigational hazards should all be considered as factors that might create cause to adapt this procedure. Instructors should also take the opportunity to discuss with their Basic students the benefits of additional training to help develop better understanding of alternative manoeuvres.

Practices and Procedures Manual

The document replaces the previous Training Division policy manual and focuses on the Cruising Keelboat and Powerboat training system. Annex H of this document includes information related to the delivery of training including recommended course duration, evaluation method and training environment. The document may be accessed through your [Sail Canada Profile](#).

Changes to Standards

Instructors are reminded that changes to the Intermediate and Advanced Cruising standards and to Coastal Navigation were implemented in 2014. The standards shown on the Sail Canada website include these updates.

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