

Sail Canada (SC) Race Management Sub-Committee (RMSC) Meeting

Minutes

May 3, 2016

1600 – 1700 (Pacific)

Attendees: John Abel Daniel Conrod Irene McNeill
 Madeleine Palfreeman Ross Tellier Peter Van Muyden

Regrets: Mark Searle

1. Minutes of February 16, 2015 meeting motioned to be approved as written by Peter van Muyden and seconded by John Abel. Approved by committee with correction of Daniel Conrod added as an attendee with Colin Mann deleted.
2. Update – ‘Join the Race Committee’
 - Final version reviewed and approved by Peter
 - Proceeding with the French translation of the booklet
 - Booklet revised for 2017-2020 RRS
3. Update – Sail Canada Race Management Manual
 - John Abel to create spreadsheet with the RM manual Table of Contents
 - John to assign RMCC and RMMCC members to review and revise specific sections. Depending upon the amount of work, IROs not associated with the RMCC may be asked to assist. The manual to be completed by February/March 2017.
 - RMCC Glossary of terms to be used consistently throughout the manual.
 - French translation to be arranged
 - Word format to be used for ease of future editing
 - To be made available through ‘Resources’ section of the SC website again
 - No copyrights on materials
4. Update – Safety Course
 - As per TCC, Sail Canada (SC) to proceed with Safety Course (including certification) as written by Gary Howard, David Lewis and Geoff Webster
 - BC Sailing has a coach boat safety course that may be adapted
 - RYA has a safety boat course and book which may be available to the RMSC
5. Update – Standard format – CRO and ARO seminar materials
 - Graham Dougall has permitted the RMSC to share his OS RMC checklist with other course conductors which will be placed in the ‘Resources’ section
 - Graham to standardize Mark laying seminar materials (AML and ML)
6. Long Term Strategy – Race Management in Canada
 - RMSC Terms of Reference (TOR)
 - TCC reports new standard format for TOR report not available until May 9
 - TOR to be revised to standard format and re-submitted
 - ARO/CRO renewals
 - To be reviewed by RMSC as received by the SC office with responses made ASAP
 - Insurance for Race Officers
 - Ross reported back indicating 3 yacht clubs he checked with have 2 – 5 million dollars liability insurance for volunteers acting on the yacht club’s behalf.

- Incumbent on race officers to confirm that the regatta they are helping with has on the water insurance for volunteers
- Irene to report back from US Sailing on their insurance program for volunteers
- Peter to report back from TCC on a clear statement regarding insurance coverage for race officials
- Funding
 - Irene followed up with Paddy that there is limited funding for race official for any projects. As such the on-line event reporting system (similar to US Sailing SOARS) is not feasible at this time
 - John Abel spoke with Dominik Jablecki who may be able to develop a Canadian version of the SOARS program. Peter and John to create a needs analysis
 - To contact Robert Stewart to obtain judges input on system
- Minimum age for Race Officer
 - Confirmed that there is no minimum age for an individual to be a race officer in Canada as long as they are able to obtain their RCOC and VHF licenses and meet all other criteria.
- ARO RM Clinic
 - Daniel Conrod to conduct an ARO RM clinic on May 15, 2016
 - Daniel Conrod reported that 19 person registered for RM CRO seminar in Halifax and 24 registered for CRO RM seminar in Charlottetown
- ARO RM Seminars
 - Discussion held regarding whether RROs and NROs to be given access to ARO teaching materials
 - Decided that access would still be restricted to RMCCs for certification
- Mentoring
 - No discussion held as John Abel had no further comments
- Assessment Checklist
 - John Abel led discussion on checklist for assessing candidates for certification
 - Discussion on the inclusion of physical fitness as a criterion
 - Peter to draft a form for circulation and discussion.
- 7. RM Criteria
 - Confirmed that criteria for RMCCs and IRO did not require revision
 - Retiring a volunteer discussion deferred
- No other business

Next meeting: TBA