

CANSAIL DINGHY INSTRUCTOR PROGRAM GUIDE



January 2019

CANSAIL DINGHY INSTRUCTOR & COACH PROGRAM

1. The CANSail Dinghy Program is owned by Sail Canada and delivered in cooperation with Provincial Sailing Associations (PSA), through Registered CANSail Training Sites at Clubs and Sailing Schools across Canada. The program consists of programs for Sailors, Instructors & Coaches and Learning Facilitators, Evaluators & Master Learning Facilitators.

2. Instructor and Coach training and certification is delivered by Sail Canada and Provincial Sailing Associations in cooperation with the Coaching Association of Canada's National Coach Certification Program.

3. This Program Guide provides an overview of the CANSail Dinghy Program for Instructors & Coaches. For other CANSail Dinghy Program information, please refer to the following:

- CANSail Dinghy Sailor - Program Guide
- CANSail Development Coach - Program Guide
- CANSail Dinghy Learning Facilitator & Evaluator- Program Guide

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A. AUTHORITY FOR DELIVERING CANSAIL PROGRAMS

1. **CANSail programs** may only be delivered at **CANSail Registered Training Sites**. Clubs and Schools may become a CANSail Registered Training Site through their Provincial Sailing Association.

2. **CANSail programs** may only be delivered by **Registered CANSail Dinghy Instructors**, who are 'Trained' or 'Certified' in the appropriate context. Certification authority is as follows:

CANSail Instructor	CANSail Level
CANSail 1 & 2 Instructor	CANSail 1 - 2
CANSail 3 & 4 Instructor	CANSail 1 - 4
CANSail 5 & 6	CANSail 5 - 6
Development Coach	CANSail 5 - 6
Spinnaker & Trapeze Module	Spinnaker & Trapeze

CANSail Community Instructor	CANSail Level
Instructor in Training	N/A – can assist a Certified Instructor
Multi-Sport Counsellor w/ Coach Safety & Fundamental	ICANSail & CANSail 1
Community Instructor	ICANSail
Community Instructor w/ Coach Boat Safety & Fundamental	ICANSail & CANSail 1

3. **CANSail checklists** may only be completed by Sail Canada Registered CANSail Instructors who are Trained or Certified in the appropriate context.

4. **CANSail levels** may only be awarded by Sail Canada Registered CANSail Instructors who are Trained or Certified in the appropriate context

B. RESOURCES & MATERIALS

1. Resources to support CANSail Dinghy Programs are available for purchase through Provincial Sailing Associations and Sail Canada. Additional electronic resources are available online at www.sailing.ca.

2. CANSail Instructor Training materials are supplied by Sail Canada through Provincial Sailing Associations. These materials are made available to Instructor Candidates after they are registered for a Training Clinic.

3. There are many excellent resources available from outside sources that may also be used to compliment CANSail Dinghy Training Programs.

C. CANSAIL DINGHY INSTRUCTOR PROGRAM

1. CANSail Instructor Certifications are valid for 3 years from the clinic date, to December 31st (ie: clinic is completed in May 2014, expiry date will be December 31st 2017).
2. CANSail Dinghy Instructor levels include:
 - CANSail 1 & 2 Instructor
 - CANSail 3 & 4 Instructor
 - CANSail 5 & 6 Instructor
3. CANSail Dinghy Coach levels include:
 - CANSail Development Coach
4. CANSail Instructor Modules offer specialized training in specific areas or programs. These Modules require valid CANSail Instructor Certification in order to be valid.
5. CANSail Instructor Modules may be taken as professional development.
6. CANSail Instructor Modules include:
 - Program Manager
 - Wet Feet
 - Spinnaker & Trapeze
 - Coach Athletes with a Disability

*Instructor Modules may be taken as professional Development for CANSail Community Instructor's.
7. CANSail Dinghy Instructors are required to maintain current prerequisites at all times to be considered 'Valid' and eligible to deliver CANSail Dinghy Programs.
8. CANSail Dinghy Instructors are required to register annually with Sail Canada in order to be considered 'Valid' and eligible to deliver CANSail Dinghy Programs.

D. CANSAIL DINGHY INSTRUCTOR CLINIC DELIVERY

1. CANSail Fundamental Clinic – 2.5 days of shore based training (including Professionalism, Safety, Making Ethical Decisions, Teaching & Learning and Planning a Practice). The CANSail Fundamental Clinic is a prerequisite for CANSail Instructor Training Clinics.
2. CANSail Instructor Training Clinics - 3 or more days of technical, context appropriate, on-water based training & assessment (including Power Boat Operation, Planning a Practice, Teaching Methods, Land Teaching, On Water Instruction and Analyzing Performance) and evaluation (including Safety, Professionalism, Sailing Skills and Technical Knowledge).
3. CANSail Instructor Evaluation – After successful completion of a CANSail Instructor Training Clinic (Trained status), candidates are evaluated on the skills taught and assessed at

the Clinic in a practical setting (including Safety, Professionalism, Technical Knowledge, Power Boat Operation, Planning a Practice, Teaching Methods, Land Teaching, On Water Instruction and Analyzing Performance).

4. CANSail Community Instructor Clinic – 2.5 days of shore and on-water training (including Professionalism, Safety, Lesson Planning, Drill Progression, On-Water Instruction). Candidates are Assessed and observed throughout the clinic.

5. Training clinics will meet at minimum all requirements and follow all curriculum set forth by Sail Canada and the National Coaching Certification Program (NCCP). Current Candidate Manuals, Course Conductor Manuals, and other resources provided by Sail Canada & NCCP must be used for all clinics.

6. Training clinics are to be facilitated by a minimum of two CANSail Learning Facilitators, certified at the level being taught.

7. The ratio of Learning Facilitators to candidates at CANSail Instructor Training Clinics shall not exceed 1:8.

8. PSAs are responsible for sanctioning and sponsoring CANSail Fundamental Clinics and CANSail Instructor Training clinics.

9. Sailing Schools and Yacht Clubs may host provincially approved CANSail Clinics with the approval of the appropriate PSA.

10. Only certified context appropriate LFs may apply to deliver CANSail Fundamental and Instructor Training Clinics.

11. LF's & Evaluator's must communicate with co-conductors and the host PSA well in advance leading up to the beginning of a clinic.

12. PSAs are required to organize equipment and set up with the host venue and confirm access for the duration of the clinic.

13. It is the responsibility of the PSA to provide all clinic materials and resources.

14. It is the responsibility of the PSA to collect all payments and fees.

E. REQUIREMENTS FOR CANSAIL COMMUNITY INSTRUCTOR TRAINING

1. The CANSail Community Instructor Clinic provides candidates with training and assesses them on the following elements: Safety, Professionalism, Sailing Skills, Technical Knowledge, Sailing Theory & CANSail Instructor Theory, Power Boat Operation, Lesson Planning, On-Water Instructing, Drill Progression and Analyzing Performance.

2. During the Training & Assessment a candidate's ability to complete the skills in a particular section is compared to the standard and assessed based on the following scale:

- Below Standard
- Meets Standard
- Exceeds Standard

3. Candidates must achieve a minimum of 'Meets Standard' on each assessed skill in order to receive 'Trained' status at a CANSail Community Instructor Clinic.

4. Candidates having attended a CANSail Community Instructor Clinic and having received an assessment of 'Below Standard', resulting in a 'In Training' status, in Safety, Professionalism, Sailing Skills, Technical Knowledge, Sailing Theory & CANSail Instructor Theory, Power Boat Operation, Lesson Planning, On-Water Instructing, Drill Progression and Analyzing Performance will remain 'In Training' and are eligible to retest the component(s) for which they were assessed as 'Below Standard'.

5. Candidates having attended a CANSail Community Instructor Clinic and received 'Below Standard' in Safety or Professionalism are not eligible to retest and must retake the full Training Clinic to achieve 'Trained' status.

6. There is no 'Certified' status for CANSail Community Instructors.

7. CANSail Community Instructors are valid for a period of 3-years from the date of the CANSail Instructor Training Clinic to December 31st. At the end of the 3-year period CANSail Community Instructors are required to re-take the clinic to remain current.

8. Candidates must be given a copy of their Assessment Form at the end of the clinic. They must be advised of their status (In-Training or Trained) and any further requirements (retests, prerequisites, etc).

9. Unsuccessful candidates who wish to appeal the outcome of their CANSail Instructor Training Clinic should be informed of the appeal process and directed to the appropriate PSA representative. All appeals must be received in writing and must be written by the candidate.

F. REQUIREMENTS FOR CANSAIL DINGHY INSTRUCTOR TRAINING & CERTIFICATION

1. CANSail Dinghy Instructor Certification has two components:
 - a. Training & Assessment – Instructor Candidates attend a CANSail Instructor Clinic where they are provided with training and assessed on the following elements: Safety, Professionalism, Sailing Skills, Technical Knowledge, Sailing Theory & CANSail Instructor Theory, Power Boat Operation, Planning a Practice, Teaching Methods, Land Teaching, On Water Instruction and Analyzing Performance.

 - b. Evaluation – Instructor Candidates are evaluated on the following elements: Safety, Professionalism, Technical Knowledge, Power Boat Operation, Planning a Practice, Teaching Methods, Land Teaching, On Water Instruction and Analyzing Performance.

2. During the Training & Assessment a candidate’s ability to complete the skills in a particular section is compared to the standard and assessed based on the following scale:
 - Below Standard
 - Meets Standard
 - Exceeds Standard

3. Candidate must achieve a minimum of ‘Meets Standard’ on each assessed skill in order to receive ‘Trained’ status at a CANSail Instructor Clinic.

4. Candidates who have completed a CANSail Training clinic and achieved the minimum standard have ‘Trained’ status and may deliver CANSail programs and award CANSail levels based on the certification authority of their level. It is strongly recommended that ‘Trained’ Instructors be under the direct supervision of an Instructor Certified and with experience at the same level.

5. Candidates having attended a CANSail Training Clinic and having received an assessment of ‘Below Standard’, resulting in a ‘In Training’ status, in Sailing Skills, Technical Knowledge, Power Boat Operation, Plan a Practice, Teaching Methods, Land Teaching, On Water Instruction, or Analyze Performance will remain ‘In Training’ and are eligible to retest the component(s) for which they were assessed as ‘Below Standard’.

6. Candidates having attended a CANSail Training Clinic and received ‘Below Standard’ in Safety or Professionalism are not eligible to retest and must retake the full Training Clinic to achieve ‘Trained’ status.

7. To achieve ‘Certified’ instructor status, candidates holding ‘Trained’ status must arrange an Evaluation through their PSA. Evaluations must be sanctioned by the appropriate PSA and must be conducted at the appropriate CANSail level being assessed. Evaluation clinics and evaluations conducted at the candidate’s home club are both acceptable assessment

forums.

8. Once trained, candidates are strongly encouraged to practice and develop their instructing skills in a practical setting before scheduling an evaluation.

9. During the Evaluation a candidate's ability to complete the skills in a particular section is compared to the standard and evaluated based on the following scale:

0 = Below Standard

1 = Meets Standard

2 = Exceeds Standard

10. Evaluations for 'Certified' instructor status must take place within two (2) years of the Instructor Training Clinic. 'Trained' coaches that have not been evaluated and achieved 'Certified' status after the two (2) year period will no longer be able to certify CANSail levels within the context and will be required to retake the full Training Clinic.

11. Training or certification in a new technical context does not extend 'Trained' status in another context.

12. '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. Candidates that are unsuccessful in an Evaluation are encouraged to gain further instructing experience within the context before seeking re-evaluation.

13. 'Trained' candidates who, during an Evaluation, receive a '0' in either Safety or Professionalism will revert to 'In Training' status and will not be eligible to deliver CANSail levels within the context.

14. 'Trained' candidates that complete an Evaluation to the required standard (at least '1' on core evaluated skills) are awarded 'Certified'. 'Certified' instructors are able to issue achievement awards for the CANSail levels for which they are certified and may supervise 'Trained' coaches.

15. 'Certified' status is valid for a period of 3-years from the date of the CANSail Instructor Training Clinic to December 31st. Certified Instructors must recertify at the end of each 3-year period.

16. 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.

17. Candidates having attended a CANSail Training Clinic without the proper documentation for all necessary prerequisites will remain 'In Training' until such time as they can provide official documents showing completion of all required prerequisites and having completed

any required retests.

18. Candidates must be given a copy of their Assessment &/or Evaluation Form at the end of any clinic or evaluation. They must be advised of their status (In-Training, Trained or Certified) and any further requirements (retests, prerequisites, etc).

19. Unsuccessful candidates who wish to appeal the outcome of their CANSail Instructor Training Clinic should be informed of the appeal process and directed to the appropriate PSA representative. All appeals must be received in writing and must be written by the candidate.

G. PREREQUISITES

1. CANSail Instructor Candidates must meet all prerequisites prior to completing a CANSail Instructor Training Clinic. CANSail Community Instructor Candidates are to meet all prerequisites prior to completing a CANSail Community Instructor Clinic. Prerequisites must be kept up to date and recertified as required.

2. PSAs are responsible for ensuring that candidates meet all prerequisite and certification requirements, prior to entering a CANSail Instructor Training Clinic or CANSail Community Instructor Clinic. Candidates who do not have prerequisite training and cannot provide proof of registration for prerequisite training may be removed from the clinic by the PSA or will receive 'Incomplete' or 'In Training' status pending completion of the required prerequisites.

3. All Community Instructor candidates must hold current prerequisites prior to attending a CANSail Instructor Training Clinic as follows:

	Instructor in Training	Multi-Sport Counsellor	Community Instructor
<i>Pre-Requisites</i>			
Path Choice	Too young for CANSAIL 1 2 Clinic	Work at a multi-sport camp	Volunteer or parent
Minimum Age	14	16	16
CANSail Level	CANSail 4 or Challenge	CANSail 2 Proof of Certification or Challenge at Course	
Standard First Aid	Yes	Yes	Yes
PCOC	Yes	Yes	Yes
Enhanced Police Information Check (EPIC)	Yes	Yes	Yes
Making Ethical Decisions Module & Evaluation	Yes	Yes	Yes
Emergency Action Plan	Yes	Yes	Yes
Code of Conduct	Yes	Yes	Yes

Sail Canada Coach Boat Safety Course	Suggested Additional Training	For CANSail 1 Instruction	Yes
CANSail Fundamental Course	Suggested Additional Training	If taken allows CANSail 1 Instruction	

4. All Instructor candidates (except Community Instructors which is outlined above) must hold current prerequisites prior to attending a CANSail Instructor Training Clinic as follows:

- CANSail Fundamental Clinic
- First Aid CPR (Minimum Emergency level, Standard First Aid recommended)
- Sail Canada Boat Safety (or approved equivalent)
- Pleasure Craft Operator Card
- Enhanced Police Information Check (EPIC) - *applies to CANSail Instructors 18 years and older*
- NCCP Make Ethical Decisions Online Evaluation (appropriate stream as listed below)
 - CANSail 1 & 2 Instructor – Instruction Stream
 - CANSail 3 & 4 Instructor – Instruction Stream
 - CANSail 5 & 6 Instructor – Competition Stream
- CANSail sailor level as displayed in the chart below (or equivalent sailing skill level)

Minimum sailing skill level requirements for instructor eligibility				
Community Instructor	CANSail 1 & 2 Instructor	CANSail 3 & 4 Instructor	CANSail 5 & 6 Instructor	Spinnaker & Trapeze Module
CANSail 2 (CANSail 4 for Instructor in Training status)	CANSail 4	CANSail 5	CANSail 6	CANSail 5 Spinnaker 2 & Trapeze 2

5. In order to be eligible to deliver CANSail programs, ‘Trained’ and ‘Certified’ and CANSail Instructors must:

- Maintain and provide Sail Canada with copies of all up to date prerequisites
- Pay annual Sail Canada Instructor Registration Fees
- Sign a Sail Canada Instructor Code of Conduct annually (when registering)
- Maintain valid CANSail Instructor certification

7. Candidates having successfully completed a CANSail Fundamental Clinic will be granted ‘In Training’ status. Fundamental candidates must achieve a minimum overall status of ‘1’ in each of Professionalism, Safety and Ethics in order to be successful.

8. Candidates having attended a CANSail Community Instructor Clinic or CANSail Dingy Training Clinic without the proper documentation for all necessary prerequisites will remain ‘In Training’ until such time as they can provide official documents showing completion of all required prerequisites and having completed any required retests.

H. RETESTS / RE-EVALUATION FOR CANSAIL DINGY INSTRUCTORS

1. It is the responsibility of the PSA to provide for opportunity for retesting for candidates who have received a '0' in one of the following components of their CANSail Instructor Training Clinic: Sailing Skills, Technical Knowledge, Sailing Theory & CANSail Instructor Theory, Power Boat Operation, Planning a Practice, Teaching Methods, Land Teaching, On Water Instruction and Analyzing Performance.

2. Safety and Professionalism are not eligible for retesting. Candidates who receive a '0' on safety or professionalism are required to complete the CANSail Instructor Training Clinic again.

3. Retests should not be attempted until a minimum of five days after the initial assessment. Candidates should seek opportunities for practice and development prior to retesting a component.

4. Retests can be completed up to one (1) year from the clinic date; candidates may attempt a retest three times within this period. Retest fees are at the discretion of the PSA.

5. Evaluations can be completed up to 2 years from the clinic date at which the candidate became 'Trained'. Candidates may attempt an evaluation three times within this period.

6. 'Trained' candidates who are unsuccessful in an evaluation will remain 'Trained' and must be re-evaluated successfully in order to achieve 'Certified' status; except those who are evaluated at below standard in either Professionalism or Safety. Where a below standard evaluation in either Professionalism or Safety occurs, the candidate will revert to 'In Training' status and will have to seek additional training through an instructor clinic.

7. During a re-evaluation all components of the evaluation are to be re-evaluated.

8. Re-test fees are at the discretion of the PSA.

9. When possible, it is recommended that retest/re-evaluation candidates not be re-evaluated by the LF who evaluated a previous attempt.

10. Evaluations are not to be conducted by LF's who are connected to the instructor candidate (ie: Head Instructor, relation, personal connection, etc...).

I. RECERTIFICATION

1. CANSail Community Instructors are required to complete the CANSail Community Instructor Clinic as a means for recertification.

2. CANSail dinghy Instructor recertification is managed by the Provincial Sailing Associations in accordance with the process, as outlined by Sail Canada below. Development Coach, Learning Facilitator and Evaluator recertification is managed by Sail Canada.

3. Only 'certified' CANSail Instructors, who have been valid within the last 10 years are eligible for recertification, 'trained' instructors are not or instructors who have lapsed for 10 years or longer are not eligible for recertification.

4. 'Trained' CANSail Instructors who do not obtain 'Certified' status within two (2) years of being trained will lose their status and be required to retake a full CANSail Instructor Training Clinic.

5. CANSail Dinghy Instructors must maintain 'Certified' status with NCCP, based the Maintenance of Certification and Professional Development requirements, in order to be eligible for recertification with Sail Canada (as outlined in section I).

6. CANSail Dinghy Instructor Recertification (ONLY):

Scenario 1:

'Certified' CANSail dinghy Instructors who have remained registered in good standing with Sail Canada for the period of their certification (3 years) and have not allowed their certification to lapse may seek recertification by contacting their PSA and completing one of the following:

- Attend an appropriate (Instructing related) Professional Development (PD) module conducted by a LF or MLF during which the recertifying instructor is evaluated on professionalism; **OR**
- Attend a portion of a technical clinic conducted by a LF or MLF to demonstrate on land and on water instruction skills (including successful evaluation of safety and professionalism); **OR**
- Be successfully evaluated in the appropriate context on land & water instruction, professionalism and safety by a CANSail Evaluator.

Scenario 2:

'Certified' CANSail dinghy Instructors who have not remained registered in good standing with Sail Canada for the period of their certification (3 years) or have allowed their certification to lapse may seek recertification by contacting their PSA and completing the following requirements:

- Submit an Instructing and sailing resume and reference letter (at the discretion of the PSA);

AND one of the following:

- Attend a portion of a technical clinic conducted by a CANSail LF or MLF to demonstrate on land and on water instruction skills (including successful evaluation of safety and professionalism); **OR**

- Be successfully evaluated in the appropriate context on land & water instruction, professionalism and safety by a CANSail Evaluator.

Scenario 3:

Instructors certified under the former systems for levels that have been replaced or discontinued are able to recertify as per sections ‘Scenario 1’ and ‘Scenario 2’. Instructors in this scenario are required to successfully complete the [NCCP “Making Ethical Decisions” Online Evaluation](#) and CANSail crossover training (available through PSA). These coaches will be grandfathered into the current system as follows:

- White Sail Instructor will be recertified as CANSail 1 & 2 Instructor.
- Bronze Sail Instructor will be recertified as CANSail 3 & 4 Instructor.
- Learn to Race Instructor will be recertified as CANSail 5 & 6 Instructor.

J. NCCP REQUIREMENTS

1. CANSail Dinghy Instructor Certification is part of the Coaching Association of Canada’s National Coaching Certification Program. As such, CANSail Dinghy Instructors are required to maintain their certification with NCCP and adhere to NCCP policies.

2. The NCCP Maintenance of Certification program requires all ‘Certified’ CANSail Dinghy Instructors to complete Professional Development activities in order to maintain certification. A minimum number of Professional Development points are required for each level of certification over a three (3) year period as follows:

Sail Canada Instructor Level	NCCP Level	# of Years	Required PD Points
CANSail 1 & 2 Instructor - Certified	Instruction Beginner	3	6
CANSail 3 & 4 Instructor - Certified	Instruction Intermediate	3	12
CANSail 5 & 6 Instructor - Certified	Competition Introduction	3	12
Development Coach - Certified	Competition Development	3	18

3. Professional Development activities must be approved by NCCP in order to count toward the NCCP Maintenance of Certification program; the number of Professional Development points accumulated for each activity is determined according to NCCP policy.

4. Approved Professional Development activities and detailed information is published [here](#).

K. EQUIVALENCY

1. Instructors with foreign certification can apply to Sail Canada for equivalency (see Annex A: Application for Equivalent Coach / Instructor Certification). Applications will be reviewed and assessed on each individual’s training and experience. Applicants may be required to complete additional training or challenge a specific context evaluation. In all situations in which equivalency is granted, all current required prerequisites must be completed.

2. Individuals who have held Instructor or Coach certification in the past or those with extensive experience may challenge an Instructor or Coach certification level by completing a context appropriate evaluation with approval of the PSA and Sail Canada. A challenge must be evaluated by a certified, context appropriate Evaluator and include successful demonstration of all elements on the evaluation form in an appropriate setting.
3. Individuals requesting permission to challenge are responsible for providing the following:
 - A cover letter outlining the request
 - An instructing, coaching & sailing resume
 - Copies of all prerequisites &/or equivalent certification(s)
 - 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
4. Applicants may be asked to complete additional training or evaluations in order to obtain CANSail Dinghy Instructor certification.
5. All CANSail Dinghy Instructors are required to maintain current prerequisites and register annually with Sail Canada in order to be considered valid.