



CANSail

Learning Facilitator

Program Operations Guide



PARTNERS IN COACH EDUCATION

The National Coaching Certification Program is a collaborative program of the Government of Canada, provincial/territorial governments, national/provincial/territorial sport organizations, and the Coaching Association of Canada.



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CANSAIL DINGHY LEARNING FACILITATOR & EVALUATOR PROGRAM

1. The CANSail Dinghy Program is owned by Sail Canada and delivered in cooperation with Provincial Sailing Associations (PSA), through CANSail Registered 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. The Coaching Association of Canada unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches.

The National Coaching Certification Program is a collaborative program of the Government of Canada, the provincial/territorial governments, the national/provincial/territorial sport organizations, and the Coaching Association of Canada.

4. The CANSail program is based on [Sail Canada's Long Term Athlete Development Model](#).

5. Learning Facilitator (LF) and Evaluator (E) training and certification is delivered by Sail Canada in cooperation with the Coaching Association of Canada's National Coach Certification Program.

6. This Program Guide provides an overview of the CANSail Dinghy Program for Learning Facilitators, Evaluators & Masters. For other CANSail Dinghy Program information, please refer to the following:

- CANSail Dinghy Sailor - Program Guide
- CANSail Community Instructor – Program Guide
- CANSail Instructor (1-6) – Program Guide
- CANSail Development Coach - Program Guide

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A. AUTHORITY FOR DELIVERING LF / E CLINICS

1. Learning Facilitator (LF) & Evaluator (E) clinics are organized by Sail Canada on an annual basis.
2. Planned rotation for clinics is to alternate between Central & Western Canada on an annual basis. Additional clinics or alternate locations will be determined based on annual demand in each region of Canada.
3. National LF Clinics will be planned and delivered according to the TCC Standards for Staffing Course Conductors (Annex A).
4. Course Conductors for LF/E Clinics will be appointed according to the TCC Standards for Staffing Clinics.
5. LF/E Candidates will apply to and be recommended by their PSA or other Organization and reviewed by Sail Canada.
6. If a PSA is not able to accept and review applications candidates will be directed to apply to Sail Canada directly.

B. PREREQUISITES

1. CANSail Learning Facilitators are responsible to delivering high quality training for instructors within the CANSail program. The quality of the training provided relies heavily on the Learning Facilitators delivering it. Therefore, it is important that CANSail Learning Facilitators be:
 - Good communicators: have the ability to speak clearly and communicate professionally;
 - Good presenters: are comfortable presenting in front of a group, are well spoken, are able to keep presentations to time limits, and able to adapt to questions and changes;
 - Good facilitators: are able to facilitate discussions, actively listen, evoke participation, and move discussions along when need be;
 - Good organizers: are well prepared, organized, and professional;
 - Also: approachable, ethical, responsible, and self-confident.
2. CANSail Learning Facilitators must meet the following minimum requirements:
 - Have been certified as CANSail Instructor in a minimum of 2 contexts* for at least 2 years
 - Have a minimum of 1200 hours total experience instructing, with at least 300 hours experience as a 'Certified' Instructor (instructing hours at 'Trained' status will not be considered) instructing within each certified context
 - Be nominated by their Provincial Sailing Association

- Be recommended by a Learning Facilitator
- Have up to date First Aid/CPR, Boat Rescue, PCOC & Enhanced Police Information Check (EPIC) prerequisites
- Meet the minimum age requirement of 20 years old
- Be available to take part in all elements of the LF Clinic and be evaluated by a senior LF during both a CANSail Fundamental and CANSail Technical Instructor Clinic (arranged following successful completion of an LF Clinic)
- Be committed to working within the CANSail system on a full-time or part-time basis for the next 4 years

Note: Training received outside of Canada will be considered for Candidates with foreign instructor certification who have transferred into the CANSail system.

2. Additional consideration will be given to

- Qualifications in other Sail Canada program areas such as Wet Feet, Spinnaker & Trapeze Coaching Athletes with Disabilities, Program Manager, Keelboat, Windsurfing, etc...
- Personal or professional experience that contributes to role of Learning Facilitators
- Demand for LF's within a province or region.

3. Learning Facilitator Clinics are delivered by Sail Canada and may be hosted in cooperation with a Provincial Sailing Association. Candidates may be required to complete additional training, including NCCP Learning Facilitator & Evaluator Training outside of the clinic dates. Clinic dates are published early in the year, with clinics taking place over a 5-day period in the early spring. A minimum number of candidates are required for all Sail Canada clinics to take place.

4. NCCP LF/E Core training is a required element of CANSail LF Clinic, which may or may not be included in the Sail Canada delivered clinic. If Core training is not included in the clinic, Candidates will be required to complete the NCCP LF / E training independently through their provincial/territorial coaching association.

C. REQUIREMENTS FOR LF / E TRAINING & CERTIFICATION

1. New LF's/E's will 'Trained' after successfully completing a Sail Canada sanctioned LF/ E Clinic.

2. 'Trained' LF's/E's must be successfully evaluated by a Senior LF/E while delivering a CANSail Fundamental Clinic and CANSail Instructor Training Clinic in order to become 'certified'. Senior Evaluators must complete an evaluation form for each evaluation conducted. Completed Evaluation forms are to be submitted to Sail Canada.

3. 'Trained' LF/E's who are unsuccessful in an evaluation while delivering a CANSail Fundamental or CANSail Instructor Training Clinic must be re-evaluated and will not be permitted to act as a 'certified' LF/E until they have successfully completed an evaluation.

4. Trained' LF/E's can be re-evaluated at a CANSail Fundamental or CANSail Instructor Training clinic a maximum of three (3) times. If the 'Trained' LF/E is unsuccessful three (3) times their CANSail Instructor level will revert to their previous level of Instructor Certification and they will be considered to be re-certified at that level.
5. Evaluations must take place within 2 years of the LF/E Clinic. Candidates who do not successfully complete an evaluation in this time will be required to re-take an LF/E Clinic.
6. All LF/E training must be approved in advance by the Sail Canada Programs Manager.
7. A LF/E is considered 'Senior' after having conducted a minimum of four (4) CANSail Training Clinics and a minimum of two (2) CANSail Fundamental Clinics (not including any clinics while having a 'Trained' status), and having been certified for a minimum of 2 years.
8. A LF may apply to become a trained Master Learning Facilitator (MLF) when they have recertified at least once as a LF after one full certification period and conducted a minimum of five (5) CANSail Instructor Training Clinics and three (3) CANSail Fundamental Clinics. This application is made to Sail Canada and must be endorsed by a Provincial Sailing Association.
9. To become a certified MLF, candidates must complete NCCP MLF training and conduct a LF clinic with a currently certified MLF. The supervising MLF must complete a candidate evaluation form, which is submitted to Sail Canada.

D. LF/E RECERTIFICATION

1. CANSAIL LF / E recertification is managed by Sail Canada, as outlined below.
2. Only 'Certified' LF/E's are eligible for recertification, 'Trained' LF/E's are not.
3. 'Trained' LF/E's who do not obtain 'Certified' status within two (2) years of being trained will lose their status and be required to retake a full LF/E Clinic.
4. CANSail Dinghy LF/E's must maintain 'Certified' status for their Instructor Certification with NCCP, based on the Maintenance of Certification and Professional Development requirements, in order to be eligible for recertification with Sail Canada.

5. CANSail LF/E Recertification:

Certified LF's / MLF's 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 completing the following:

- Submit an application for recertification to Sail Canada (Annex B)

AND complete one of the following:

- Attend an appropriate LF Clinic, Professional Development (PD) module or LF Symposium during which additional training or learning opportunities are delivered. Must be approved by Sail Canada in advance; **OR**
- Conduct an appropriate coach development clinic, or deliver a professional development module or a symposium session with a senior LF or MLF as appropriate. The senior LF / MLF is to complete an evaluation based on the delivery of the clinic/session and provide it to Sail Canada. To be approved by Sail Canada in advance.

*All means for recertifying LF & MLF certification must be approved by Sail Canada in advance.

ANNEX A

National LF Clinics – TCC Standards for Staffing Course Conductors

1. In the minutes of the TCC meeting of December 4, 2012, the following was recorded, with action assigned to the Sail Canada Office:

The selection of MLF's / Leaders /Experts for 2013 National LF Clinics was discussed. The committee agreed that it is important to consider both who the MLF's will be to lead the clinic and what experts will contribute to the clinic. A call for experts (MLF's, LF's, experts) to contribute to the 2013 LF Clinic delivery will be made by Sail Canada.

2. Additionally, the TCC provides the following standards for selection of Course Conductors for National LF clinics:
 - The Sail Canada should form a selection panel from among the *CANSail* Instruction Panel membership, plus additional experts from Sail Canada staff, or other sources as required (for example, Panel members may be forced to withdraw from the process due to conflict of interest). The selection panel should contain no fewer than three members and may contain no more than one member from an external stakeholder, such as a PSA.
 - Provided the candidates meet the requirements of the CAC Policy on LF Development, Course Conductors should be selected to provide regional representation (Atlantic, Central and Pacific) and *CANSail* program knowledge where applicants allow. In all but exceptional cases, Course Conductors for National LF Clinics should be MLFs.
 - Experts selected to support the clinic are not required to meet the same regional standards as the Course Conductors, nor need they necessarily be MLFs.
 - Should applications from the open call for experts fail to provide sufficient qualified applicants, Sail Canada may make direct offers to possible candidates to complete the balance of positions.
3. It is believed that these standards should serve to assure stakeholders that Course Conductors and other experts for the delivery of national LF clinics have been selected on the basis of their competency using processes that would satisfy commonly accepted standards of fairness.
4. Approved by the TCC by Basecamp vote, December 11 2012

Warren Nethercote, Chair, TCC

ANNEX B

CANSail Learning Facilitator / Master Learning Facilitator Recertification Form

Send Recertification Application Form to Sail Canada via coach@sailing.ca

Name: _____ CANSail #: _____

Address: _____ City: _____ Province: _____

Postal Code: _____ Email: _____ Phone: _____

Certified CANSail LF's / MLF's who have remained registered in good standing with Sail Canada for the period of their certification (3 years) may seek recertification by submitting an application for recertification to Sail Canada, **AND complete one of the following** (*please indicate which you have completed*):

___ Attend an appropriate LF Clinic, Professional Development (PD) module or LF Symposium during which additional training or learning opportunities are delivered. Must be approved by Sail Canada in advance;

OR

___ Conduct an appropriate coach development clinic, or deliver a professional development module or a symposium session with a senior LF or MLF as appropriate. In this case the senior LF / MLF is to complete an evaluation based on the delivery of the clinic/session and provide it to Sail Canada. To be approved by Sail Canada in advance.

**All means for recertifying LF & MLF certification must be approved by Sail Canada in advance.*

Summary of Teaching Experience

1. CANSail Instructor Training Clinics & Modules

Organizing PSA	Clinic Date	Clinic Type (ie: CANSail 1 & 2 Instructor)	No. of Candidates	No. of successful Candidates	Co-Conductor

(There is no need to list more clinics than will fit in the above table.)

2. CANSail Courses

Organizing School/Club	Course (ie: CANSail 4)	Date	No. of Students

(There is no need to list more courses than will fit in the above table.)

3. *Relevant Personal Development or Training*

Date	Description

References

Please provide a minimum of one reference who may be contacted below. Additional references may be requested. (Written letter(s) of reference may be requested with application. Sail Canada reserves the right to verify all references and/or request additional references when required.)

PSA Reference:

The following individual(s) is/are responsible for coordinating Instructor/Coach Development Program Clinics for the PSA(s) indicated. They can certify that I have taught each of the courses in Table 1 above that are indicated to have been organized by the PSA indicated.

Name: _____ PSA: _____ Email: _____

Name: _____ PSA: _____ Email: _____

Co-conductor Reference:

The following individual has agreed to provide a professional reference.

Name: _____ Email: _____

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 Sail Canada.

Signed: _____ Date: _____