

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

Minutes

October 5, 2016

1600 – 1700 (Pacific)

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

Regrets: Mark Searle

1. Minutes of May 3, 2016 meeting motioned to be approved as written by Ross Tellier and seconded by Peter Van Muyden.
2. Update – ‘Join the Race Committee’
 - Final version complete.
 - French translation of the booklet still required. (*Post meeting note, Madeleine Palfreeman will assist in translating the required sections.*)
 - No changes required for RRS 2017-2020.
3. RMSC Review of Sail Canada Title Regattas
 - Suggestion made that RMSC could review the notice of race (NOR) and sailing instructions (Sis) for Sail Canada’s title events to add consistency in documents across all events leading to consistency in how races are managed and sailed across the country
 - Irene to draft a procedure with materials for review placed in DropBox
 - By taking turns, documents would be reviewed in tracked changes by a member of the committee with the document then circulated to the remaining members of the RMSC for comment.
 - Review turn around time would be very quick with RMSC responding to the OA ideally within a week’s time
4. Update – Sail Canada Race Management Manual
 - John Abel to commence work on the manual revision for the RRS 2017-2020 in early November 2016.
5. Update – Safety Course
 - The PSAs will pursue obtaining the Safety Course from the authors and having it accepted by Sail Canada (SC) as a certification course.
6. Update – Standard format – CRO and ARO seminar materials
 - Graham Dougall to be asked to revise ARO, CRO and Mark laying seminar materials (AML and ML) to the 2017 – 2020 RRS
 - Scoring Seminar prepared by Peter for Halifax Advanced Race Management Course
 - Pre-study scoring session for participants to complete prior to seminar
 - Graham offered to assist with developing a scoring seminar
6. Long Term Strategy – Race Management in Canada
 - RMSC Terms of Reference (TOR)
 - TCC reports that new format not available as yet
 - CRO renewals from PSAs without RM committees to be sent to RMSC chairman for review and approval.
 - PSAs are instructed to approve ARO renewals

- On-line Reporting system (Checklick)– John to report at next meeting
- Daniel Conrod reported ARO/CRO Clinic went well with 5 participants
 - May pursue offered the clinics at junior sailing schools
- 7. Peter and John to develop a Sail Canada Race Officer Assessment checklist using the World Sailing IRO checklist as a template
- 8. Madeleine Palfreeman to replace Irene McNeill as an instructor at the Halifax Advanced Race Management Seminar
- 9. Madeleine to instruct a French language Advanced Race Management Seminar in April with dates and location to be confirmed
 - Madeleine is arranging for translation of all materials
 - Ross Tellier to assist in teaching the program
- 10. Travelling Race officials
 - Discussion held that Organizing Authorities for Sail Canada events are not allocating enough funds to assist with travel expenses for Race officers
- 11. Common Race Management Forms
 - Committee agreement that common race management forms should be placed on Sail Canada website
 - RMSC to approach Graham Dougall for assistance with this project
- 11. TCC Update
 - Wendy Loat new chairman of TCC, replacing Warren Nethercote
- 12. Other Business
 - Discussion held whether Advanced Race Management seminar candidates should have a pre-requisite certification before being allowed to attend the seminar
 - Decision made that prior certification not required.

Next meeting: Certification Meeting November 22 at 1600 PST