

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

Minutes

February 8, 2018

1600 – 1700 (Pacific)

Attendees: Daniel Conrod
Tof Nicoll-Griffith

Graham Dougall Irene McNeill
Peter Van Muyden

Regrets: John Abel

Madeleine Palfreeman

1. Welcomed Tof Nicoll-Griffith as a new member of the RMSC. Tof is a Shark sailor and a member of the Point Claire Yacht Club.
2. Minutes of October 16, 2017 meeting motioned to be approved as written by Graham Dougall and seconded by Peter Van Muyden.
3. Revision to Race Official Criteria –
 - Peter circulated a tracked changes document of proposed changes to the current Race Management Criteria for Race Officers and Course Conductors prior to the meeting. The changes are primarily administrative in nature and are intended to clarify. Discussion took place. Peter motioned to approve the changes as written with 2 revisions – a) Certification as a Sail Canada CRO is managed by the PSA Race Management Certification Committees*⁵ and b) RMCC certification criteria was changed such that a candidate is to organize and conduct 2 Race Management Courses under the supervision of a currently certified RMCC. The RMSC voted to accept the changes as drafted which included the two revisions.
 - At a previous meeting, it was proposed that the RM Certification Criteria be amended such that all race officials should be members of Sail Canada member club or other club affiliated to a World Sailing (WS) member national authority or class affiliated with WS. This was presented to the TCC. The TCC to consider this proposal as this criteria may also be applied to judges, umpires and measurers.
4. Peter informed RMSC members of a new government initiative 'Respect in Sport' (<http://respectinsport.com>). It is a 2.5 hour on-line module that Sail Canada is considering as a requirement for all 'higher' level Sail Canada volunteers (e.g. coaches, instructors, race officials, judges, etc.) to take. This is a 'sport independent' program which has been embraced by many sport groups in Canada already. The TCC will decide at its future meetings how this program will be administered. The program focuses on
 - Empowering and educating youth leaders and coaches on the prevention of abuse, bullying and harassment
 - Building a holistic culture of respect within the sport community
 - Providing fundamental training tools which enable *all* coaches and youth leaders to become better role models for the young athletes in their care
5. Peter reported from the TCC that the on-line training program for race officials will not be happening soon. It was hoped that some race official training materials could be transferred to an on-line platform with volunteers going on-line to complete pre-requisite sessions prior to attending a race management course.
6. Regarding the repository of common Race Management Forms, Graham suggested that Sail Canada may not need list specific forms on its website. Prior to the meeting,

- Graham circulated his proposal and a list of websites from a number of member national authorities (MNAs) which already have excellent listings of common race management forms used for regatta management. Graham suggested and will investigate with Sam whether Sail Canada may list these links on its website instead. This would then be supplemented by a document discussing forms needed in race management and a catalogue of forms not available elsewhere on-line. The RMSC supported this idea.
7. Graham recently attended the US Sailing Leadership Forum. Graham circulated his report of reported back to the RMSC on a number of items. Specifically, Graham investigated Sail Canada's officials' use of the US Sailing SOARS program (electronic race management log) and public access to US Sailing's Portsmouth Numbers, specifically for Canadian yacht clubs that submit their results to US Sailing for incorporation into this listing. Graham and Sam met with Matthew Hill, US Sailing's Race Administration Director. Sail Canada will pursue the discussions about the use of SOARS by Sail Canada officials. It was confirmed that the US Sailing Portsmouth Numbers are publicly available. Navigation to the information on US Sailing's website may be the challenge. An email blast from Sam at Sail Canada with this information has been requested. Of note, Sail Canada and its Judges Committee are in preliminary discussions with US Sailing regarding Sail Canada's use of the US Sailing on-line judges exam. Also, US Sailing is looking to augment its material used by their Race Management course conductors in teaching adults. The RMSC may consider sharing their material.
 8. Race Management (RM) Manual – Peter reported that the revision of the Race Management Manual is completed and is available in pdf format of the 'Resources' section of the race officer's Sail Canada profile. Future updates will be the challenge. Graham suggested that the manual be divided into 2 types of sections – those that require updates to the new rules every year and those that do not require regular updates. It was also suggested that the manual could be divided into a set of reference documents. Peter motioned that the name 'Race Management Manual' be changed to 'Race Management Reference Manual'. The motion was carried by all RMSC members.
 9. Madeleine indicated that the French language ARO and CRO presentations for the race management courses had not been updated to the 2017 – 2020 Rule book. Irene to ask Sam to arrange for the revision of the French language ARO and CRO presentations using the the present English language ARO and CRO presentations as templates. Madeleine has volunteered to review the updated versions once complete. (Post meeting note – this has been requested of Sam. IYM)
 10. Training Course Conductors In Nova Scotia– Daniel's will be teaching a course with Peter Van Muyden in the future. Daniel will then apply to be certified as a RMCC. Daniel has identified a number of individuals in the area which he will train to become RMCCs. Need for mark layer certified instruction is also identified.
 11. Standard RM certificates – Sail Canada has official certification certificates available. RMCCs to forward list of contact information for successful candidates. Sail Canada will issue the appropriate certificate.

12. Race Officer Certification levels for SC title events – Consistency of level of Race Officer certification is needed across the country for all Sail Canada Title events. A 'Title Events Guidelines' manual had been drafted. Peter to follow up with Sam to confirm that this document is being used to assess applications from clubs to host Sail Canada events for 2018.
13. Insurance and electronic logs were to be presented by Irene. However, it looks like arrangements for the use of US Sailing SOARs is being pursued. Insurance for Race officers is still a concern. There is a statement on the Sail Canada website concerning the coverage in detail. The level of coverage could be improved to match that of US Sailing Race officials.
14. Other Business – None
15. Next Meeting – Two months time or sooner if needed.