

		<p>unknown in absence of S. Crothers</p> <p>(c) Posting to web (S. Crothers, E. Turner): Awaiting availability of (a) and (b)</p> <p>(d) Communications materials for judges and PSAs (S. Crothers, E. Turner): This is seen to be a critical item, especially with respect to PSAs.</p> <p>Action: S. Crothers and E. Turner to collaborate on developing communications for judges and especially PSAs</p> <p>4.5 Testing (Lynne Beal):</p> <p>a. Continuing Club Judge Test Experience (L. Beal for Testing WG): A recent Toronto-area seminar had included 7 new and 5 recertifying candidates with no testing concerns (all candidates passed the test). An Ottawa seminar had 4 of 4 candidates pass the test with no testing issues.</p> <p>b. Interim RJ/NJ testing via US Sailing (L. Beal for Testing WG): The numbers of candidates who have accessed the US test is unknown, apart from one candidate using the US test result for a judge application (Section 5 of minutes).</p> <p>c. Term RJ/NJ Test Development for October 2018 RJ/NJ Seminar (L. Beal for Testing WG): Test development ongoing.</p> <p>4.6 Training Materials:</p> <p>a. Ongoing Experience with Club Judge Seminar Presentation (Mike Turner/Lynne Beal): After previous updates there had been no further changes to the Club Judge Seminar presentation materials. Feedback from candidates had been positive.</p> <p>b. RJ/NJ Seminar Presentations (Members): There had been no progress since the last meeting.</p> <p>Action: W. Nethercote to lead redevelopment of existing RJ/NJ seminar materials with a goal of delivery of RJ/NJ seminars in late spring/early summer timeframe.</p>	<p>S. Crothers E. Turner</p> <p>W. Nethercote</p>
<p>5.0</p>	<p>Certifications</p>	<p>The JSC considered an application from Scott Collinson, ON. Mr. Collinson met all requirements for certification as a Regional Judge except for attendance at an RJ/NJ seminar. The JSC agreed to hold Mr. Collinson's application pending completion of a seminar.</p> <p>The JSC expressed concern that no RJ/NJ seminar had been delivered in Canada since 2015 despite seminar attendance being a program requirement and proposed offering one or more seminars in the late spring/early summer timeframe.</p> <p>Action: S. Crothers to write to Mr. Collinson, text available separately</p>	<p>S. Crothers</p>

		Action: L. Beal to investigate scheduling options for June timeframe RJ/NJ seminar in GTA.	L. Beal
6.0	AOB: Rowan's Law	Reference: Rowan's Law (Concussion Safety), 2018, S.O. 2018, s.1 K. Coleman Nicoll reported that he Ontario legislature had passed Rowan's Law and that responses to it were varied. CORK had decided to await Ontario sailing direction or recommendations before adopting its own procedures. Steers/4 Sisters regattas had adopted a scoring-based protocol after a concussion diagnosis, but the JSC recommended a different approach to avoid vulnerability to redress or appeal.	
7.0	Future Meetings	Dates & Agenda items: Next meeting Tuesday May 8, 2018, 2000EDT	
8.0	Adjourn	Following a motion by E. Turner the meeting adjourned at 2125 EST.	

Annex A

Task Description

Sail Canada Rule 69 Advisory Panel

1. The Sail Canada Rule 69 Advisory Panel (hereafter, RRS 69 Advisory Panel) is an *ad hoc* working group of the JSC.
2. The RRS 69 Advisory Panel has no administrative role or output; it exists solely to provide support to protest committees who seek expert advice in misconduct hearings held under Rule 69 of the *Racing Rules of Sailing*. The RRS 69 Advisory Panel is, in effect, a pool of advisors.
3. There is no requirement that the panel ever meet or that it collaborate on responses to individual support requests.

Access to RRS 69 Advisory Panel

4. Clubs or protest committees may request support from a member of the RRS 69 Advisory Panel through Sail Canada staff, or by direct approach to RRS 69 Advisory Panel members should those members authorize Sail Canada to identify them on the Sail Canada web site.
5. Normally, support will be provided by a single member of the panel who provides oral or written advice to the protest committee. Where possible, that single member will be the closest geographically to the site of the hearing, to allow direct participation in the misconduct hearing if required.

Membership

6. Members of the RRS 69 Advisory Panel will be senior judges (IJs or NJs) with experience in misconduct hearings under Rule 69. Membership in the Sail Canada Appeals Committee will not preclude membership in the Panel, although Appeals Committee members will need to recuse themselves from appeals on occasion.

Approved by JSC
April 16, 2018

Annex B

Sail Canada Judges Sub-Committee – Standard Operating Procedures

Effective Date:	
Date Last Reviewed:	
Scheduled Review Date:	
Supersedes:	No previous version
Approved by:	
History	1. 1 st draft, December 17, 2017 2. 2 nd Draft, March 12, 2018

Purpose:

1. This Standard Operating Procedure (SOP) is provided to support delivery of the Sail Canada Judges Program by the Sail Canada Judges Sub-Committee (JSC) and is supplemental to the JSC Terms of Reference and the Sail Canada Judges Program.

Authority:

2. The Chair, JSC is the authority for operations under this SOP.
3. The JSC is the approval authority for this SOP subject to the constraints of the Terms of Reference of the JSC.
4. The JSC is accountable to the Sail Canada Training and Certification Committee (TCC).

References:

- A. Sail Canada Judges Program, March 12, 2018
- B. JSC Terms of Reference, March 8, 2017

Procedures:

Program Documents

5. The JSC is to maintain the following program documents and update as required:
 - a. Sail Canada Judges Program
 - b. Judging Application forms
 - c. JSC SOP
 - d. Judging Seminar documents:
 - i. Club Judge Initial Seminar
 - ii. Club Judge Renewal Seminar (optional)
 - iii. Regional Judge Seminar (which may be joint with National Judge Seminar)
 - iv. National Judge Seminar
 - e. Judging Tests, which may be shared among levels with variations in scoring:
 - i. Club Judge
 - ii. Regional Judge
 - iii. National Judge

Program Delivery

6. The JSC is to develop and maintain standards for course conductors, including training where required, and is to maintain a record of approved course conductors.
7. One course conductor is required for a Club Judge seminar, but two are preferred

8. Two course conductors are required for Regional or National Judge seminars
9. Certification requirements for course conductors are as follows:
 - a. Regional, National or International Judges may conduct club judge seminars
 - b. National or International judges may conduct Regional or National Judge seminars, but at least one course conductor for a Regional shall be an International Judge.

Record Keeping

10. Sail Canada is to provide data repositories (Drop box accounts for example) and back-ups for JSC documents to ensure corporate memory and availability of materials.
11. JSC is to maintain program documents and working documents on the provided data repository.

Certification Procedures

12. Application procedures are defined in the Sail Canada Judges Program.
13. Upon receipt of a judge application the JSC may evaluate it collectively, or may delegate the assessment to a team of two members, who will recommend whether certification is warranted to the full committee.
 - a. As part of the evaluation process, the JSC (or a sub-team) will obtain references as required by the Judges Program.
14. Upon receipt of an application from Sail Canada staff, JSC will initiate processing of the application within 15 working days, and will present it for JSC consideration at the first JSC meeting following receipt of necessary references.

Delegations

15. Provincial Sailing Associations may establish provincial Judge Certification Committees or collaborate to form Regional Judge Certification Committees to administer the Club Judge Program.
16. Such committees must have at least two members.
17. The chairs of Provincial or Regional Judge Certification Committees must be at least Regional Judges.

Approved by JSC
April 12, 2018